



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, July 26, 2016
5:30 p.m.**

**Pecan Campus
Ann Richards Administration Building
Board Room
McAllen, Texas**

Online Board Packet

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, July 26, 2016 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

AGENDA

"At anytime during the course of this meeting, the Board of Trustees may retire to Executive Session under Texas Government Code 551.071(2) to confer with its legal counsel on any subject matter on this agenda in which the duty of the attorney to the Board of Trustees under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code. Further, at anytime during the course of this meeting, the Board of Trustees may retire to Executive Session to deliberate on any subject slated for discussion at this meeting, as may be permitted under one or more of the exceptions to the Open Meetings Act set forth in Title 5, Subtitle A, Chapter 551, Subchapter D of the Texas Government Code. At this meeting, the Board of Trustees may deliberate on and take any action deemed appropriate by the Board of Trustees on the following subjects:"

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Public Comments**
- V. Presentations..... 1 - 8**
 - A. Presentation of Delinquent Tax Collection Report for the period of September 1, 2015 through May 31, 2016

- VI. Consideration and Action on Consent Agenda**
 - A. Approval of Board Meeting Minutes 9 - 75
 - 1. June 28, 2016 Public Hearing and Special Board Meeting
 - 2. June 28, 2016 Regular Board Meeting

 - B. Approval and Authorization to Accept Grant Award(s) 76 - 78
 - 1. The Texas Pathways Project Grant from the Texas Success Center, Texas Association of Community Colleges with funding from the Greater Texas Foundation, Houston Endowment, the Kresge Foundation, Meadows and TG in the amount of Approximately \$131,026
 - 2. The McAllen Grant Program Award from the McAllen Arts Council in the amount of \$500
 - 3. The Kenedy Memorial Foundation Initiative Grant Award from the Kenedy Memorial Foundation in the amount of \$15,000
 - 4. Additional Grant(s) Received/Pending Official Award

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B. Finance and Human Resources Committee

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A. Awards	
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2) Childcare Services (Award)	
3) Equipment Rental Services (Award)	
4) In-Store Purchases of Materials and Supplies (Award)	
5) Interactive LCD Displays – II (Award)	
6) Internet Services Provider – Starr County Campus (Award)	
7) Library Serials (Award)	
8) Programmable DC Power Supply (Award)	
9) Purchase of Projectors (Award)	
10) Security Cameras (Award)	
11) Welding Supplies (Award)	
12) Audio Visual Equipment and Parts – V (Reject)	
B. Non – Instructional Items	
13) Beverage Products (Renewal)	
14) Maintenance and Repair Parts, Materials, and Supplies (Renewal)	

- C. Technology
 - 15)Computers, Laptops, and Tablets (Purchase)
 - 16)Local Telephone Service – McAllen Campuses (Purchase)
 - 17)Local Telephone Service – Mid Valley and Starr County Campuses (Purchase)
 - 18)Server Enterprise Password Management Software Licenses (Purchase)
 - 19)Course Management and Hosting Services (Renewal)
 - 20)Network Hardware and Software Maintenance Agreement (Renewal)
 - 21)Oracle License Maintenance Agreement (Renewal)

- 4. Review and Action as Necessary on Revision of Policies..... 126 - 131
 - Revise Policy #5460: *Internal Audit Function*
 - Revise Policy #5910: *Acceptance of Gifts and Bequests*
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- 6. Review and Action as Necessary on Disposal of Surplus Property 137 - 140
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 - Education and Workforce Development 263 - 268
 - Facilities 269 - 277
 - Finance and Human Resources 278 - 296

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A. Next Meetings:

- Tuesday, August 9, 2016
 - 3:00 p.m. – Education and Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:30 p.m. – Finance, Audit, & HR Committee

- Tuesday, August 23, 2016
 - 5:30 p.m. – Regular Meeting of the Board of Trustees

Presentations

A. Presentation of Delinquent Tax Collection Report for the period of September 1, 2015 through May 31, 2016

A representative from Linebarger Goggan Blair & Sampson, LLP will present the delinquent tax collection report for the period of September 1, 2015 through May 31, 2016.

These presentations are for the Board's information and feedback to staff, and no action is requested.



**Delinquent Tax Collection Report
September 1, 2015—May 31, 2016**

Linebarger Goggan Blair & Sampson, LLP

205 S. Pin Oak Ave., Edinburg, Texas 78539 Phone: 956-383-4500 Fax: 956-383-7820

LAW OFFICES
OF
LINEBARGER GOGGAN BLAIR & SAMPSON, LLP
ATTORNEYS AT LAW
205 S Pin Oak Ave.
EDINBURG, TEXAS 78539

Telephone: (956) 383-4500
Facsimile: (956) 383-7820

July 26, 2016

Dr. Shirley A. Reed, President
Mrs. Garciela Farias, Vice Chair
Mr. Jesse Villarreal, Secretary
Ms. Rose Benavidez, Member
Mr. Paul R. Rodriguez, Member
Mr. Gary Gurwitz, Member
Mr. Roy de Leon, Member
South Texas College
3201 West Pecan Boulevard
McAllen, Texas 78501

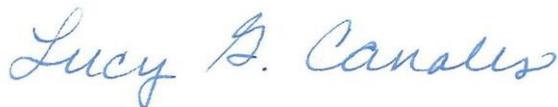
RE: Delinquent Tax Collection Report from September 1, 2015 through May 31, 2016

Dear Dr. Reed:

Our firm is pleased to submit a summary of our collection efforts on behalf of **South Texas College**. We present this summary in an effort to keep you and the **Board of Trustees** informed as to our efforts and activities.

Enclosed, you will find summaries of the different collection efforts made by our office. Understanding the need of each County is unique, we have developed a team approach that individualizes the collection efforts in each area. The **Hidalgo County** team is led by Mrs. Lucy Canales and the **Starr County** team is led by Mr. Gustavo Martinez. Each attorney brings many years of experience to this endeavor and coordinates a team effort in which will result in better collections for **South Texas College**.

Very Truly Yours,



Lucy G. Canales
Capital Partner

Very Truly Yours,



Gustavo Martinez
Partner

LINEBARGER GOGGAN BLAIR & SAMPSON APPROACH

The delinquent tax collection program for the South Texas College continues to emphasize two basic premises: work with individual taxpayers to collect taxes owed to South Texas College and use tool of litigation as a final option.

DEMAND MAILINGS

Our extensive mailing program is designed to advise people who have not paid their South Texas College taxes of their delinquency. During the course of this quarter, we sent delinquent notices, with varying degrees of intensity to the delinquent taxpayer. The intensity of the notice varies on factors, such as, time of year, type of property and the particular needs of the jurisdiction.

Hidalgo County: Seven (7) Mailings Completed for the Hidalgo County area with a total of 97,919 statements that were mailed out.

Starr County: Two (2) Mailings Completed for the Starr County area with a total of 37,365 statements that were mailed out.

LITIGATION SUMMARY

Filing a lawsuit to collect delinquent taxes is used as a final resort; after diligent efforts to contact and work with taxpayers are fully exhausted. Once the decision to file suit has been made, a complete property title search is conducted, the taxable property is further identified and all interested parties including all lien holders, are identified and served with notice of the lawsuit.

Hidalgo County

Litigation Activity	Cases	Base, Penalty and Interest
• Lawsuits Filed	816	\$419,694
• Interventions	203	\$113,570
• Lawsuits Disposed	656	\$397,216
• Tax Warrants	70	\$28,376
• Judgments Taken	585	\$358,655
• Pending Litigation as of July 2016	3,936	\$2,519,987

- Demand Mailings
- Litigation Statistics
- Taxpayer Contact
- Personal Visits
- Constable's Sales

- Over 36,817 Incoming/Outgoing Calls
- Over 8,186 Taxpayer Walk-Ins
- Over 5,048 Property Inspections
- Over 5,392 Pay Off Requests

- Over 652 Incoming/Outgoing Calls
- Over 95 Property Inspections
- Over 80 Pay Off Requests

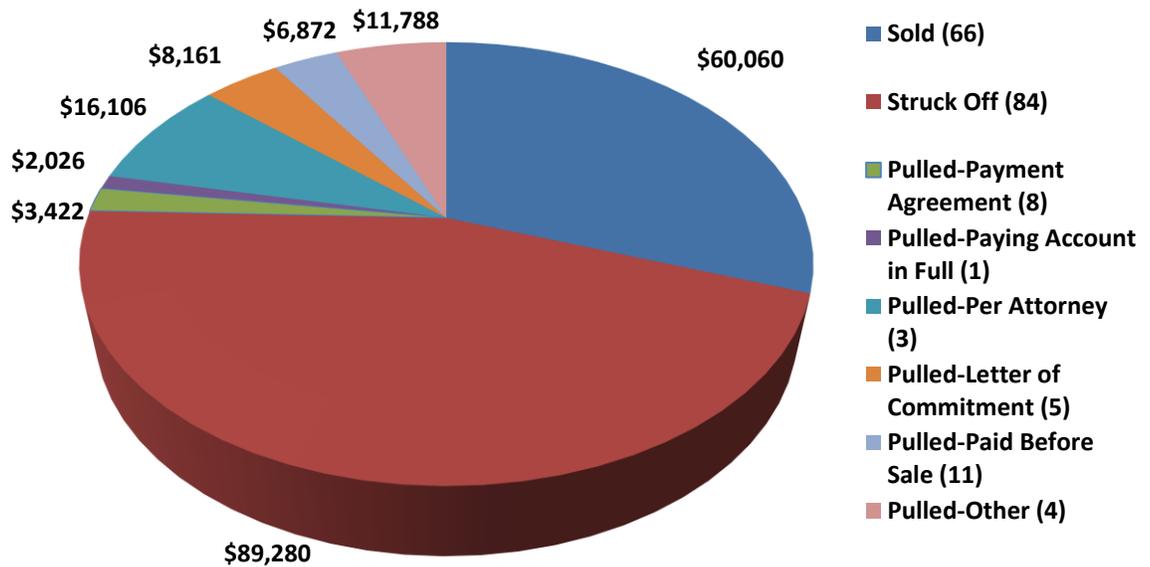
Starr County

Litigation Activity	Cases	Base, Penalty and Interest
• Lawsuits Filed	159	\$231,513
• Judgments Taken	32	\$53,076
• Lawsuits Disposed	1	\$856
• Pending Litigation as of July 2016	667	\$935,579

Tax Sale Activity

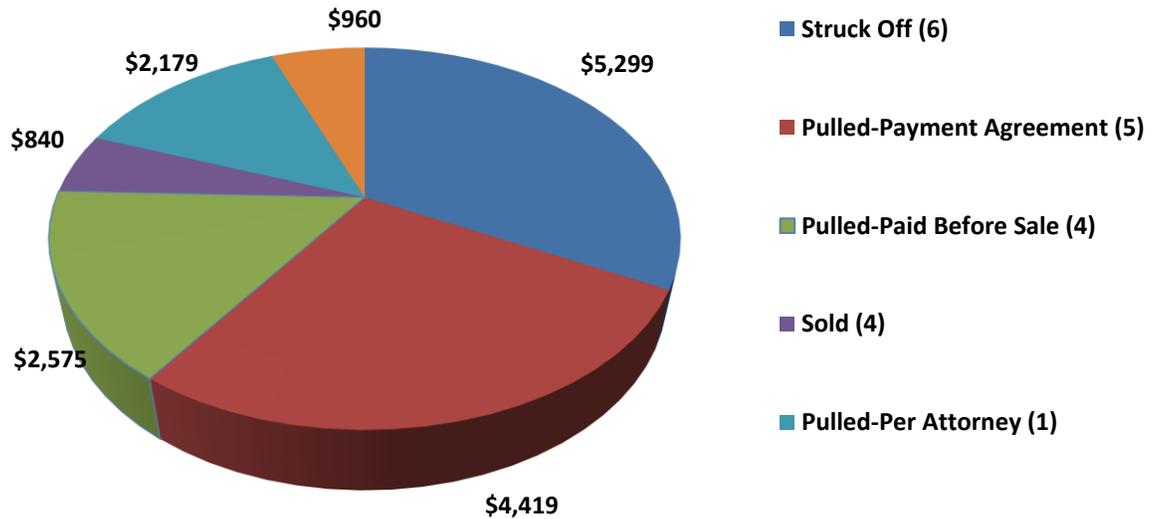
Hidalgo County

Our Office regularly monitors all judgments we take on behalf of South Texas College. During this reporting period, **five (5)** tax sales were conducted in Hidalgo County placing **one hundred six (106)** properties for sale.



Starr County

During this reporting period, **one (1)** tax sale was conducted in Starr County placing **twenty one (21)** properties for sale.



Hidalgo County

- 2 Tax Resales
- 90 properties sold
- \$50,024 collected in base tax

Tax Resale Program

As part of our successful collection program on behalf of South Texas College, our office identifies properties that have been struck-off to the taxing entities and places them for sale at auction. At our expense, the firm markets these struck-off properties through newspaper advertising, our firm’s website, www.lgbs.com; a mailing list maintained by our office and conducts a resale of these properties struck-off throughout the year.

Starr County

- 1 Tax Resale
- 13 properties sold
- \$2,903 collected in base tax

BANKRUPTCY CLAIMS FILED

South Texas College is represented in all bankruptcies involving a delinquent taxpayer in your jurisdiction. Representation includes filing claims, monitoring the bankruptcy process, attending hearings, engaging in active litigation and doing everything to protect and maximize the South Texas College interest. Our program identifies accounts dismissed and discharged from bankruptcy that are now ready for collections or law suit.

Bankruptcy Filings		
Ch.7	126	\$421,394
Ch. 11	139	\$511,656
<u>Ch. 13</u>	<u>580</u>	<u>\$816,821</u>
Total	845	\$1,749,871

Chapter Seven: Complete liquidation of a debtor's non-exempt assets.

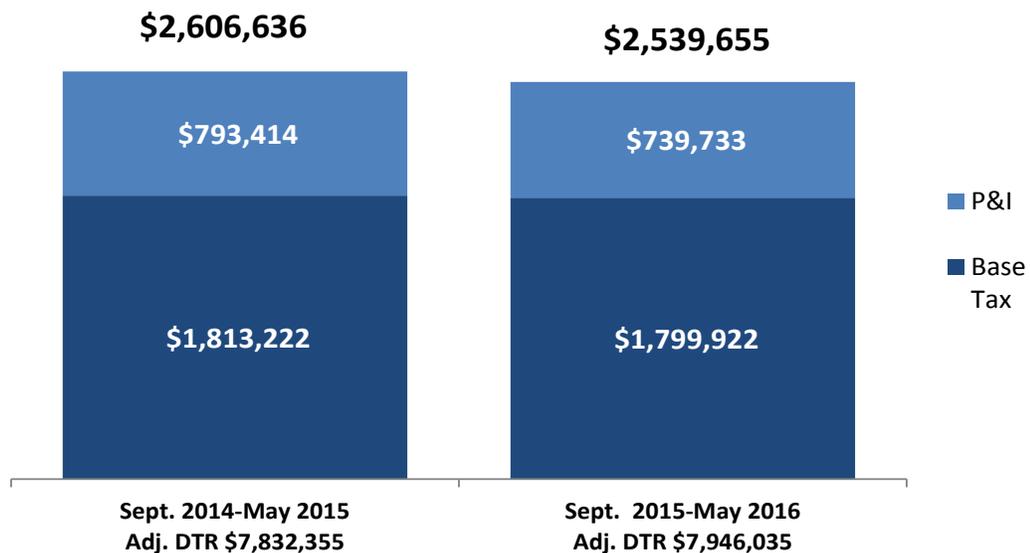
Chapter Eleven: This allows a Corporation to devise a plan to reorganize its debts and obligations to allow extended repayment of its creditors.

Chapter Twelve: Same as Chapter 13 but specifically designed for agricultural businesses.

Chapter Thirteen: Entitled "Adjustment of Debts of an Individual with Regular Income," permits a person to retain that amount of earned income necessary for living expenses while paying the court the remainder to be distributed among the individual's creditors to pay off debts on an installment basis.

COLLECTION HIGHLIGHTS

Hidalgo County Collections



Source: Hidalgo Co. Tax Office

FUTURE OVERVIEW

Review of Pending Judgments and the Filing of Additional Lawsuits

- During the next quarter we will continue to work pending lawsuits for full payment or payment agreements. We will also continue researching the delinquent tax roll for possible new lawsuits; both real and personal property accounts.
- We will place high priority on top delinquent accounts for collections that are in litigation.
- We will continue filing lawsuits every month on delinquent accounts owing 3 or more years.

Continued Monitoring of Bankruptcy Accounts

- As a continuation of our standard operating practice, we will actively monitor and verify accounts in bankruptcy for the payment of taxes, penalties, and interest owed to South Texas College.
- We will continue to represent the District in court on all bankruptcy matters.

Mailing Program

Scheduled mailings on behalf of the South Texas College for the following months:

- July 2016 (Completed)
- August 2016 (Completed)

Scheduling of Property Sales

As properties are taken to judgment, they will be reviewed and checked for payment. Those judgments with no taxpayer response will be further reviewed and scheduled for possible tax sale.

Property Visits

On site visits are being conducted on targeted accounts weekly.

Execution of the work plan established for the South Texas College will include the constant monitoring of collection figures in order to adjust resources and enforce the collection of delinquent taxes. Our collection efforts will also include prosecuting pending suits to conclusion, mailing monthly letters, and filing new suits in order to maximize the collection of taxes. We will continue to work closely with you and your administrative staff to provide assistance and advice on all property tax matters, including changes in the law brought about by amendments to the Texas Property Tax Code.

Approval of Minutes

The following Board Meeting Minutes are submitted for approval:

1. June 28, 2016 Public Hearing and Special Board Meeting
2. June 28, 2016 Regular Board Meeting

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the June 28, 2016 Public Hearing and Special Board Meeting and the June 28, 2016 Regular Board Meeting Minutes as presented.

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College approves and adopts June 28, 2016 Public Hearing and Special Board Meeting and the June 28, 2016 Regular Board Meeting Minutes as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES PUBLIC HEARING AND
SPECIAL BOARD MEETING on FY 2016 – 2017 BUDGET**

**Tuesday, June 28, 2016 @ 5:00 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

Minutes

Call Meeting to Order:

The Public Hearing and Special Board Meeting of the South Texas College Board of Trustees was held on Tuesday, June 28, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:03 p.m. with Dr. Alejo Salinas, Jr., presiding.

Members present: Dr. Alejo Salinas, Jr., Mrs. Graciela Farias, Mr. Jesse Villarreal, Ms. Rose Benavidez, and Ms. Rose Benavidez

Members absent: Mr. Paul R. Rodriguez and Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. Anahid Petrosian, Mrs. Wanda Garza, Mrs. Becky Cavazos, Mr. Ricardo De La Garza, Mr. Cody Gregg, Ms., Katarina Bugariu, Ms. Susan Anderson, Mr. Rolando Garcia, Mr. Hector Garcia, and Andrew Fish.

Determination of a Quorum

A quorum was present and a notice of the meeting was posted.

The Public Hearing on FY 2016 - 2017 Budget

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, presented the FY 2016 - 2017 Budget to the public and Board of Trustees during the public hearing and prior to the formal adoption of the Budget by the Board.

The Public Hearing on the FY 2016 - 2017 Budget consisted of:

- **Presentation of Overview of FY 2016 - 2017 Budget**
Mrs. Elizondo presented the Overview of the proposed FY 2016 - 2017 Budget and responded to questions from the Board.
- **Public Comments**
No public comments were given and the required notice of the meeting was posted.
- **Closing of the Public Hearing on FY 2016 - 2017 Budget**
The Public Hearing closed at 5:31 p.m.

The Budget was included under separate cover in the Board packet.

Consideration and Approval of the Resolution Adopting the Budget for FY 2016 - 2017

It was recommended that the Board of Trustees approve the budget for FY 2016 - 2017 and adopt the resolution approving the Budget for FY 2016 - 2017 as presented.

A Notice of the Public Hearing on South Texas College's proposed budget for FY 2016 – 2017 was advertised on June 8, 2016 in the Starr County Town Crier, the Mid Valley Town Crier, and The Monitor. The Hearing gave the general public the opportunity to make comments and have input with regard to the adoption of the budget. A copy of the budget was included under separate cover.

The Resolution to Adopt the Budget was included in the packet for the Board's information and review.

A copy of the proposed budget was made available for viewing online and at the Office of the Vice President for Finance and Administrative Services located in the Administration Building in Room 230 at the Pecan Campus prior to the Public Hearing. Copies of the budget were available at the Public Hearing.

The Finance and Human Resources Committee reviewed the FY 2016 - 2017 Proposed Budget which included all Funds at their June 14, 2016 meeting and recommended approval.

Recommendation:

Upon a motion by Mr. Jesse Villarreal and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved the Resolution adopting the Budget for FY 2016 - 2017 as presented. The motion carried.

Adjournment:

There being no further business to discuss, the Public Hearing and Special Board Meeting of the South Texas College Board of Trustees adjourned at 5:32 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, June 28, 2016 Public Hearing and Special Board Meeting of the South Texas College Board of Trustees.

Mr. Jesse Villarreal
Secretary

SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, June 28, 2016 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501

Minutes

Call Meeting to Order:

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, June 28, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:45 p.m. with Dr. Alejo Salinas, Jr., presiding.

Members present: Dr. Alejo Salinas, Jr., Mrs. Graciela Farias, Mr. Jesse Villarreal, Ms. Rose Benavidez, and Mr. Gary Gurwitz

Members absent: Mr. Paul R. Rodriguez and Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. Anahid Petrosian, Mrs. Wanda Garza, Mrs. Becky Cavazos, Mr. Pablo Hernandez, Mr. Matthew Hebbard, Mr. Paul Varville, Mr. Ricardo De La Garza, Mr. Cody Gregg, Mr. William Buhidar, Mrs. Kristina Wilson, Mr. Khalil Abdullah, Ms. Alicia Gomez, Mr. Víctor Gonzalez, Mr. Jesus Campos, Mr. Nick Gonzalez, Mr. Karey Barnes, Ms. Katarina Bugariu, Mr. Juan Carlos Aguirre, Dr. Arturo Montiel, , Mr. Gilbert Gallegos, Mr. Rolando Garcia, Ms. Diana Bravos Gonzalez, Mr. Jim Hotep, Mr. Bill Wilson, Mr. Josue Reyes, Mr. Mario Reyna, Mr. Rene Gutierrez, Mr. Gilbert Enriquez, Ms. Susan Anderson, Ms. Danya Perez-Hernandez, and Andrew Fish.

Determination of a Quorum

A quorum was present and a notice of the meeting was posted.

Invocation:

Mr. Juan Carlos Aguirre, Dean Continuing Professional and Workforce Education, said the invocation.

Presentations

A. **Review of the Student of the Week 2015 – 2016 Recognition Ceremony**

Mrs. Graciela Farias presented on the Thursday, May 5, 2016 2015-2016 *Student of the Week Recognition Ceremony* hosted by the Office of Public Relations & Marketing. Mrs. Farias joined PR & Marketing and administration in honoring the 48 students who were selected as Students of the Week during the past academic year, and to also thank their supportive families for helping to make their success possible.

Student recipients were nominated by faculty and staff and selected based on criteria including academic merit, community service, on-campus involvement and inspirational stories.

Students were also chosen in order to equally represent the diversity of the college's student body throughout all campuses – Traditional, Non-Traditional, Veterans, Dual Enrollment, Bachelor Programs, Continuing Education, etc.

During the ceremony, students were presented with personalized certificates of recognition, congratulatory letters and a gift from South Texas College. Students also received signed letters and certificates provided by the Office of Senator Juan "Chuy" Hinojosa. Guests enjoyed a catered dinner by South Texas College Food Services and music by Mode De Vie Jazz Band.

B. Review of Board of Trustees Institute, Santa Fe, NM

Mrs. Graciela Farias reported on the Board of Trustees Institute in Santa Fe, NM, which she attended on behalf of the College.

The Texas Association of Community Colleges (TACC) sponsored Mrs. Farias' attendance at this conference, where trustees were gathered to learn more about Achieving The Dream and data-driven decision making in higher education.

Mrs. Farias provided the Board with an update on what she learned at this conference.

C. Presentation on Quarterly Investment Report by Valley View Consulting, L.L.C.

Ms. Susan Anderson from Valley View Consulting, L.L.C., presented the Quarterly Investment Report to the Board of Trustees. The investment report was for the quarter that ended May 31, 2016.

These presentations were for the Board's information and feedback to staff, and no action was taken.

To accommodate a Trustee who was required to depart early due to a scheduling conflict, the Board took the following items out of order, and deliberated each item in the order shown in these Minutes.

The first items taken out of order were those items presented from the Finance and Human Resources Committee meeting of June 14, 2016:

Review and Action as Necessary on Award of Proposals, Purchases, Renewals, and Interagency Agreement

The Finance and Human Resources Committee recommended Board of the following proposal awards, purchases, renewals, and interagency agreement as listed below:

A. Awards

B. Instructional Items

C. Non-Instructional Items

D. Technology Items

A. Awards

- 1) **Audio Visual Equipment and Parts – IV (Award):** award the proposal for audio visual equipment and parts – IV to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$29,266.00;
- 2) **Culinary Equipment and Accessories (Award):** award the proposal for culinary equipment and accessories for the period beginning June 29, 2016 through June 28, 2017 with two one-year options to renew, at estimated amount of \$12,000.00, which is based on prior year expenditures. The vendors are as follows:
 - **Ace Mart Restaurant Supply, Co.** (San Antonio, TX)
 - **Mission Restaurant Supply** (McAllen, TX) (New)
- 3) **Diploma Covers (Award):** award the proposal for diploma covers to **Jostens** (Minneapolis, MN), for the period beginning July 1, 2016 through June 30, 2017 with two one-year options to renew, at an estimated amount of \$19,950.00 based on the purchase of 5,000 diploma covers annually;
- 4) **Glass Replacement and Installation (Award):** award the proposal for glass replacement and installation to **Luna Glass, LLC.** (McAllen, TX), for the period beginning August 28, 2016 through August 27, 2017 with two one-year options to renew, at an estimated amount of \$20,000.00, which is based on prior year expenditures;
- 5) **Library Discovery System (Award):** award the proposal for the library discovery system to **EBSCO Industries, Inc.** (Ipswich, MA) for the period beginning September 1, 2016 through August 31, 2019 with two one-year options to renew, at a total cost of \$66,923.98. The annual amounts are as follows: Year 1: \$21,439.00; Year 2: \$22,296.56, and Year 3: \$23,188.42.
The three year agreement with two one-year options to renew will provide:
 - stable portal for students and faculty to access online resources;
 - predictable discounted pricing (4% annual increase for years two and three and for optional years four and five instead of a 7% annual increase); and
 - staff time savings from having already configured the existing discovery system;
- 6) **Library Materials Moving Services (Award):** award the proposal for library materials moving services to **Library Design Systems, Inc.** (Houston, TX), for the period beginning June 29, 2016 through June 28, 2017 with two one-year options to renew, at an estimated amount of \$107,169.91.
The services will include the following: to remove, pack, move, and shelve in proper order library prints and video collections and, where required, disassemble and move library shelving as directed by the College in connection with:
 - the installation of compact shelving at the Pecan Campus Library;
 - the library bond construction project at the Nursing and Allied Health Campus;
 - the library bond construction project Starr County Campus; and
 - the library bond renovation project at the Mid-Valley Campus;
- 7) **Online Real Estate Courses (Award):** award the proposal for online real estate courses to **OnCourse Learning** (Atlanta, GA), for the period beginning September 1, 2016 through August 31, 2017 with two one-year options to renew, at an estimated cost of \$60.00 to \$130.00 per class. There are no start-up or implementation charges, no deposits are required, and no minimum order or any initial inventory to purchase or carry;
- 8) **Pecan Campus Building H Audio Visual Upgrades (Award):** award the proposal for the Pecan Campus Building H audio visual upgrades to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$139,222.00;

- 9) Temporary Personnel Services (Award):** award the proposal for temporary personnel services for a contract period beginning June 29, 2016 through June 28, 2017 with two one-year options to renew, at an estimated amount of \$350,000.00, which is based on prior year expenditures. The qualified vendors that submitted a proposal are:

AMP Personnel Services, LLC. (McAllen, TX) (New)	Express Employment Professionals (McAllen, TX)
Extra Extras, Inc. (Weslaco, TX)	Kelly Services, Inc. (McAllen, TX)
Manpower Group US, Inc. (McAllen, TX)	One Stop Staffing, LLC. (Harlingen, TX)
R & D Contracting, Inc./dba R & D Personnel (McAllen, TX)	Region Staffing (Brownsville, TX) (New)
Spherion Staffing, LLC. (Atlanta, GA)	Texas Staffing Pros, LLC. (McAllen, TX)

- 10) Truck Driver/Bus Driver Training (Award):** award the truck driver/bus driver training to **International Schools** (Dallas, TX), for the period beginning September 1, 2016 through August 31, 2017 with two one-year options to renew, at an 18% commission to the College retained from each student's tuition. This amount is the same for all the following trainings: Truck Driver, Bus Driver, and Truck Driver/Bus Driver Combination;

B. Instructional Items

- 11) Instructional Lab Equipment - I (Purchase):** purchase instructional lab equipment from **VWR International, LLC.** (Radnor, PA), an E & I Cooperative Services approved vendor, at a total amount of \$19,871.12;
- 12) Instructional Lab Equipment – II (Purchase):** purchase instructional lab equipment – II from **Microlab** (Bozeman, MT), a sole source vendor, at a total amount of \$11,710.00;
- 13) Musical Instruments (Purchase):** purchase musical instruments from **Woodwind and Brasswind** (South Bend, IN), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of \$17,311.00;
- 14) Library Materials (Renewal):** renew the library materials contracts for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$236,359.00. The vendors are as follows:

a. ABDO Publishing (Minneapolis, MN)	b. Bearport Publishing (New York, NY)
c. Bound to Stay Bound Book, Inc. (Jacksonville, IL)	d. Cavendish Square Publishing (New York, NY)
e. Cengage Learning, Inc. (Farmington Hills, MI)	f. Central Programs, Inc./dba Gumdrop Books (Bethany, MO)
g. Complete Book and Media Supply, LLC. (Cedar Park, TX)	h. CRM Learning, LP. (Valley Center, CA)
i. Delaney Educational Enterprises (San Diego, CA)	j. EBSCO Industries, Inc. (Ipswich, MA)
k. Enslow Publishing, LLC. (New York, NY)	l. Follett School Solutions, Inc. (McHenry, IL)

m.	Gareth Stevens Publishing (New York, NY)	n.	Grey House Publishing (Amenia, NY)
o.	Hertzberg New Method, Inc./dba Perma Bound Books (Jacksonville, IL)	p.	Ingram Library Services, Inc. (La Vergne, TN)
q.	JOVE (Cambridge, MA)	r.	Latin American Book Source, Inc. (Chula Vista, CA)
s.	Midwest Tape, LLC. (Holland, OH)	t.	Plunkett Research, Ltd. (Houston, TX)
u.	Quality Books, Inc. (Oregon, IL)	v.	Rittenhouse Book Distributors, Inc. (King of Prussia, PA)
w.	Rosen Publishing Group (New York, NY)	x.	Salem Press/Division of Grey House Publishing (Hackensack, NJ)
y.	Scholastic Library Publishing, Inc. (Danbury, CT)	z.	World Book, Inc. (Chicago, IL)
aa.	Yankee Book Peddler, Inc./dba YBP Library Services (Contoocook, NH)		

15) Science Laboratory Supplies (Renewal): renew the science laboratory supplies contracts for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$250,000.00 which is based on prior year expenditures. The vendors are as follows:

a.	Carolina Biological Supply Company (Burlington, NC)	b.	Chemglass Life Sciences (Vineland, NJ)
c.	Flinn Scientific, Inc. (Batavia, IL)	d.	Frey Scientific (Nashua, NH)
e.	Midsci (St. Louis, MO)	f.	Nasco (Fort Atkinson, WI)
g.	PASCO Scientific (Roseville, CA)	h.	Phenix Research Products (Candler, NC)
i.	Thomas Scientific (Swedesboro, NJ)	j.	VWR International, LLC. (Radner, PA)

C. Non – Instructional Items

16) Air Conditioning Equipment and Supplies (Purchase): purchase air conditioning equipment and supplies from **Carrier Corporation** (Richardson, TX/Pharr, TX) and **Carrier Enterprise, LLC.** (Houston, TX/Pharr, TX), Texas Association of School Boards (TASB) – Buyboard approved vendors, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$50,000.00, which based on prior year expenditures;

17) Air Conditioning Filters (Purchase): purchase and installation of air conditioning filters from **J. F. Filtration, Inc./Joe W. Fly Company, Inc.** (Harlingen, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$102,000.00, which based on prior year expenditures;

- 18) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase):** purchase building automation control equipment, parts, and equipment maintenance from **Siemens Industry, Inc.** (Austin, TX/La Feria, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$75,000.00, which is based on prior year expenditures;
- 19) Chiller Chemicals and Maintenance (Purchase):** purchase chiller chemicals and maintenance from **U. S. Water Services, Inc./dba ChemCal** (St. Michael, MN), a State of Texas Purchasing and Support Services (TPASS) – Managed Contracts approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$49,000.00, which is based on prior year expenditure;
- 20) Electrical Parts and Supplies (Purchase):** purchase electrical parts and supplies from **Bush Supply Company** (Edinburg, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$55,000.00, which is based on prior year expenditures;
- 21) Employee Background Services (Purchase):** purchase employee background services from **Morpho Trust** (Washington, D.C.), a sole source vendor, for the period beginning June 29, 2016 through June 28, 2017, at an estimated amount of \$12,000.00, which based on prior year expenditures;
- 22) Food Products (Purchase):** purchase food products from **Labatt Food Services** (Houston, TX), a Harris County Department of Education – Choice Partners Purchasing Cooperative approved vendor, for the period beginning June 29, 2016 through June 28, 2017, at an estimated amount of \$65,000.00, which is based on prior year expenditures;
- 23) Furniture (Purchase):** purchase furniture from the National Intergovernmental Purchasing Alliance (NIPA/TPCN), National Joint Powers Alliance (NJPA), State of Texas Multiple Award Schedule (TXMAS), and U. S. Communities approved vendors, at a total amount of \$101,808.89;

#	Vendor	Amount
A	Allsteel, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$15,133.44
B	Computer Comforts, Inc. (Kemah, TX)	\$2,658.82
C	ERG International/Gateway Printing and Office, Inc. (Edinburg, TX)	\$1,122.83
D	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$3,028.16
E	Herman Miller/Workplace Resources, LLC. (McAllen, TX)	\$15,809.44
F	The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$4,356.54
G	Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$30,309.03
H	Landscape Forms, Inc. (Kalamazoo, MI)	\$12,985.00

I	National Office Furniture/Workplace Resource, LLC. (McAllen, TX)	\$11,221.51
J	Versteel/Ditto Sales, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$5,184.12
	Total	\$101,808.89

- 24)Parts and Supplies (Purchase):** purchase parts and supplies from **Grainger, Inc.** (Austin, TX/McAllen, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$60,000.00, which is based on prior year expenditures;
- 25)Police Equipment (Purchase):** purchase police equipment from **GT Distributions, Inc.** (Austin, TX), a Texas Association of School Boards (TASB) - Buyboard approved vendor, for the period beginning June 29, 2016 through August 31, 2016, at a total amount of \$40,000.00;
- 26)Portable Communication Radios (Purchase):** purchase portable communication radios from **Motorola Solutions, Inc.** (Schaumburg, IL), a Houston Galveston Area Council (HGAC) approved vendor, at a total amount of \$157,134.60;
- 27)Rental Equipment (Purchase):** purchase rental equipment from **United Rentals, Inc.** (Temple Terrace, FL/Pharr, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$38,000.00, which is based on prior year expenditures;
- 28)Vehicle Emergency Equipment (Purchase):** purchase vehicle emergency equipment from **Fleet Safety Equipment, Inc.** (Houston, TX), a Texas Association of School Board – Buyboard approved vendor, at a total amount of \$11,006.86;
- 29)Collection Agency Services (Renewal):** renew the collection agency services contracts for the period beginning September 1, 2016 through August 31, 2017, at no charge to the College. The collection fee shall be charged directly to the students. The vendors are as follows:
- **Primary: S & S Recovery, Inc.** (Memphis, TN)
 - **Secondary: Williams & Fudge, Inc.** (Rock Hill, SC)
Immediate Credit Recovery, Inc. (Wappingers Falls, NY)
- 30)Custodial Supplies (Renewal):** renew the custodial supplies contracts for the period beginning August 18, 2016 through August 17, 2017, at an estimated amount of \$195,000.00 which is based on prior year expenditures. The vendors are as follows:
- **Primary: Gulf Coast Paper, Co.** (Brownsville, TX)
 - **Secondary: Rio Paper and Supply, LLC.** (Pharr, TX)
Yanitor Paper and Supplies, LLC. (Pharr, TX)
- 31)Engineering Services – Geotechnical and Material Testing (Renewal):** renew the engineering services – geotechnical and material testing contracts for the 2013 Bond Construction Program for a period beginning April 29, 2016 through April 28, 2017. Fees for these services could range from \$5,000 to \$45,000 depending on the scope and complexity of each construction project and testing needed. The vendors are as follows:

a.	Pecan Campus	Terracon Consultants, Inc. (Pharr, TX)
b.	Nursing & Allied Health Campus and Technology Campus	Millennium Engineering Group, Inc. (Edinburg, TX)
c.	Mid Valley Campus and Regional Center for Public Safety Excellence	Raba Kistner Consultants, Inc. (McAllen, TX)
d.	Starr County Campus and La Joya Teaching Site	Raba Kistner Consultants, Inc. (McAllen, TX)

32) Institutional Membership (Renewal): renew the institutional membership with **Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)** (Decatur, GA), a sole source vendor, for the period beginning July 1, 2016 through June 30, 2017, at a total amount of \$11,909.00;

33) Mail Services (Renewal): renew the mail services contract with **Upper Valley Mail Services, LLP.** (McAllen, TX), for the period beginning September 1, 2016 through August 31, 2017, at a total amount of \$75,000.00, which is based on prior year expenditures;

34) Pest Control Services (Renewal): renew the pest control services contract with **Bug Works Termite & Pest Control Company** (McAllen, TX), for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$11,563.20;

35) Rental of Storage Facilities (Renewal): renew the rental of storage facilities contracts for the period beginning August 1, 2016 through July 31, 2017, at an estimated cost of \$50,000.00, which is based on prior year expenditures. The vendors are as follows:

- a. **A-Ok McAllen 5/dba Best Little Warehouse in Texas** (McAllen, TX)
- b. **McAllen Foreign Trade Zone** (McAllen, TX)
- c. **The Attic Corporation, General Partner** (McAllen, TX)

36) Staff Uniforms and Services (Rental/Renewal): rental/renewal of staff uniforms and services contract with **Unifirst Corporation** (San Antonio, TX/McAllen, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, for the period beginning July 1, 2016 through June 30, 2017, at an annual estimated amount of \$28,500.00;

D. Technology

37) Citation Writers and Printers (Purchase): purchase citation writers and printers from **Cardinal Tracking, Inc.** (Lewisville, TX), a sole source vendor, at a total amount of \$29,638.00;

38) Computers, Laptops, Tablets, and Printers (Purchase): purchase of computers, laptops, tablets, and printers from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX), **Apple, Inc.** (Dallas, TX), and **CDW Government** (Vernon Hills, IL), in the total amount of \$185,402.33;

39) Consultant Services (Purchase): purchase consultant services from **Texas A & M University – Corpus Christi** (Corpus Christi, TX) on behalf of the **Texas Connection Consortium and Ellucian Company, LP.**, for the period beginning June 29, 2016 through August 31, 2016, at a total amount of \$24,684.00;

40) Distance Education Online Course Licenses (Purchase/Renewal): purchase and renew distance education online course licenses from **Respondous, Inc.**

(Redmond, WA), a sole source vendor, for the period of August 1, 2016 through July 31, 2017, at a total amount of \$11,190.00;

- 41) Grant Contract Management License Agreement (Purchase):** purchase grant contract management license agreement from **eCivis, Inc.** (Pasadena, CA) (New), a sole source vendor, for a period beginning July 1, 2016 through June 30, 2019, at a total amount of \$50,715.00. The annual amounts are as follows: Year 1: \$24,905.00 which includes a one-time set up fee and a migration fee, Year 2: \$12,905.00, and Year 3: \$12,905.00;
- 42) Interactive Learning System (Purchase):** purchase an interactive learning system from **Festo Didactic, Inc.** (Eatontown, NJ), a sole source vendor, at a total amount of \$48,810.63;
- 43) Network Cabling Services (Purchase):** purchase network cabling services from **BridgeNet Communications, LLC.** (Donna, TX), a board approved vendor, for a period beginning June 29, 2016 through August 31, 2016, at a total cost of \$30,322.00;
- 44) Network Servers (Purchase):** purchase network servers from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$121,583.84;
- 45) Network Switches and Modules (Purchase):** purchase network switches and modules from **Insight Public Sector** (Tempe, AZ) (McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$130,146.60;
- 46) Software Licenses (Purchase):** purchase software license from **SHI Government Solutions, Inc.** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$61,562.00;
- 47) Technical Consulting Services (Purchase):** purchase technical consulting services from **Weaver Technologies** (Fredericksburg, TX) (New), an approved vendor from The Interlocal Purchasing System (TIPS), at a total amount of \$21,000.00;
- 48) Terminals, Server, Installation, and Configuration Services (Purchase):** purchase terminals, server, installation, and configuration services from **Logical Front** (The Woodlands, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$81,486.72;
- 49) Virtual Desktop Licenses (Purchase):** purchase virtual desktop licenses from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$15,389.61;
- 50) Web Security Services (Purchase):** purchase web security services from **M&S Technologies** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$47,871.00;
- 51) Library Integrated/Automation System Maintenance Agreement (Renewal):** Renew the library integrated/automation system maintenance agreement with **Sirsi Corporation/dba SirsiDynix**, a sole source vendor, for the period beginning September 1, 2016 through August 31, 2023. The first year annual amount is \$31,429.58 with a 0% escalation in the 2nd year for the software and a 1.9% annual price increase cap in years 3 through 7. The total seven year maintenance agreement is \$232,213.71, which is an approximately \$24,381.98 in savings over the next seven years;
- 52) Maintenance Management System Agreement (Renewal):** renew the maintenance management system agreement with **SchoolDude.com** (Cary, NS),

a National Intergovernmental Purchasing Alliance (NIPA)/Texas Cooperative Purchasing Network (TCPN) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$24,000.00, which is based on prior year expenditures;

53)Oracle Golden Gate License Support Services Agreement (Renewal): renew the Oracle golden gate license support services agreement with **Oracle America, Inc.** (Dallas, TX), a Texas Department of Information Resources (DIR) approved vendor, for the period beginning June 12, 2016 through June 11, 2017, at a total amount of \$38,451.07;

54)Training Subscription (Renewal): renew the training subscription with **Innovative Educators** (Boulder, CO), a sole source vendor, for the period beginning August 1, 2016 through July 31, 2017, at a total amount of \$11,395.00;

55)Information Security and Risk Assessment Services (Interagency Agreement): enter into an interagency cooperation contract with the State of Texas Department of Information Resources (DIR) (Austin, TX) for an information security and risk assessment services for the period beginning June 29, 2016 through completion of the services. There is no cost to South Texas College as DIR provides this assessment at no charge to the institution.

The total for all proposal awards, purchases, renewals, and an interagency agreement was \$3,633,567.07.

Upon a motion by Ms. Rose Benavidez and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized all proposal awards, purchases, renewals, and an interagency agreement as presented. The motion carried.

Review and Action as Necessary to Revise Policy #4922: *Separation of Employment and Re-Employment*

Approval to revise Policy #4922: *Separation of Employment and Re-Employment* was requested.

Purpose – The proposed policy revisions updated the current policy, which has not been revised by the Board since 2014.

Justification – The request for the revision to the policy was necessary for the following reasons:

- To revise the policy to clarify calendar days are expected as required notice for each employee classification listed;
- To clarify the required adequate notice does not include vacation days or non-working days on approved College calendar for classification; and
- To stipulate that all return-to-work retirees (TRS and ORP) would be subject to a 30 day break in service before re-employment to maintain fairness and equity in hiring process.

Background – Policy #4922: *Separation of Employment and Re-Employment* was approved by the Board of Trustees on November 9, 1995, and was amended in 1997, 2001, and 2014.

The table below summarizes the notice requirements per the policy:

Employee Classification	Separation	Required Notice	Request Release Due to Extenuating Circumstance
Executive/ Administrative	Letter of Appointment	45 Days* Before Last Effective Date of Letter of Appointment	Yes
Faculty	Letter of Appointment	45 Days Before First Day of Instruction of the Following Academic Year	Yes
Professional/ Technical Support	At-Will	30 Calendar Days * Reduced Notice of 15 Calendar Days with Supervisor/ Financial Manager Approval	No
Classified	At-Will	10 Calendar Days *	No
Part-Time	At-Will	5 Calendar Days	No
Retiree	Depends on Employee Class	45 Calendar Days *	No

* Not including vacation days and scheduled non-working days as listed on the Board-approved Academic Calendar

Reviewers - The revised policy was reviewed by staff, the President’s Cabinet, President’s Administrative Staff, Planning and Development Council (PDC) staff, and by South Texas College’s Legal Counsel.

Enclosed Documents - The revised policy was provided in the packet for the Board’s review and information. The additions to the policy were highlighted in yellow and the deletions were designated with a red strikethrough.

The Finance and Human Resources Committee recommended Board approval of the proposed revisions to Policy #4922: *Separation of Employment and Re-Employment* as presented and which supersedes any previously adopted Board policy.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized the proposed revisions to Policy #4922: *Separation of Employment and Re-Employment* as presented and which supersedes any previously adopted Board policy. The motion carried.

Review and Action as Necessary on Revised Tuition and Fees Schedules for FY 2016 – 2017

- Student Tuition and Fees**
- Dual Credit Tuition and Fees**
- Employee Fees**
- Other (Non-Student/Non-Employee) Fees**

Approval of revised Tuition and Fees Schedules for FY 2016 - 2017 for students, dual credit students sponsored by partnering school districts, employees, and other (non-student/non-employee) was requested.

The recommended changes from FY 2016 - 2017 were as follows:

a. Student Tuition and Fees

- Increase Non-Resident Tuition as follows:

Non-Resident Tuition – Out of State/International:					
•	Out of State/ International 1 credit hour	From	\$200.00	To	\$225.00
•	Out of State/ International 2 credit hours	From	\$100.00	To	\$225.00
•	Out of State/ International 3 credit hours	From	\$100.00	To	\$213.00
•	Out of State/ International 4-5 credit hours	From	\$100.00	To	\$203.00
•	Out of State/ International 6-8 credit hours	From	\$100.00	To	\$198.00
•	Out of State/ International 9-11 credit hours	From	\$100.00	To	\$193.00
•	Out of State/ International 12-21 credit hours	From	\$100.00	To	\$192.00

- Workforce/Continuing Education Tuition and Fees:
 - Revise the wording on Workforce/Continuing Education Non-Credit Tuition per contact hour or variable tuition to **include zero tuition**
 - 6.00 or variable tuition **including zero tuition**
 - On the Workforce/Continuing Education, Conferences/Seminars/ Summer Camps /Workshops/Customized Training/ Other Training Activities and Events
 - change from Recovery of costs and processing fees to be negotiated to **Negotiated recovery of costs and processing fees including exemption of both**
- Independent Dual Credit Tuition and Fees:
 - Revised the wording on
 - In-district dual credit students attending independent of their school district's participation will be charged \$50.00 per credit hour and **fees will not be waived**
 - Out-of-district and out-of-state/international dual credit students attending independent of their school district's participation will be charged \$78.00 per credit hour and fees **will not be waived**
- Course Fees:
 - Course Repeat Fee per credit hour

- Revised the wording on the Third or more attempts (**Excludes** Developmental)
- Added Enrollment In Developmental Studies Courses (>27 credit hours) at \$125.00
- Added a new Proposed Skateboard and Other Appliance Violation:
 - ⇒ First Violation is a Warning
 - ⇒ Second Violation is \$30.00
 - ⇒ Third Violation is \$50.00
 - ⇒ Fourth Violation is \$70.00
 - ⇒ Fifth Violation is \$90.00

b. Dual Credit Tuition and Fees:

- A new tuition and fees schedule for dual credit students sponsored by partnering school districts was created and follows in the packet.
- Since review by the Finance and Human Resources Committee, this schedule was further changed to delay implementation of the Electronic Distance Learning/VCT Course Fee and the Hybrid Course Fee until Spring 2017.

c. Employee Fees

- Added a new Proposed Skateboard and Other Appliance Violation:
 - ⇒ First Violation is a Warning
 - ⇒ Second Violation is \$30.00
 - ⇒ Third Violation is \$50.00
 - ⇒ Fourth Violation is \$70.00
 - ⇒ Fifth Violation is \$90.00

d. Other (Non-Student/Non-Employee) Fees

- Added a new Proposed Skateboard and Other Appliance Violation:
 - ⇒ First Violation is a Warning
 - ⇒ Second Violation is \$30.00
 - ⇒ Third Violation is \$50.00
 - ⇒ Fourth Violation is \$70.00
 - ⇒ Fifth Violation is \$90.00

Reviewers - The revised Tuition and Fees Schedules for FY 2016 – 2017 for students, dual credit students sponsored by partnering school districts, employees, and other (non-student/non-employee) were reviewed by staff, the President's Cabinet, and President's Administrative Staff.

The four (4) proposed Tuition and Fees Schedules for FY 2016 - 2017 were included in the packet for the Board's information and review. The revisions are highlighted in yellow.

The Finance and Human Resources Committee recommended Board approval of the revised Tuition and Fees Schedules for FY 2016 - 2017 for students, dual credit students sponsored by partnering school districts, employees, and other (non-student/non-employee), and the only changes since the Committee's recommendation were to add

language delaying the implementation of Electronic Distance Learning/VCT Course Fees and Hybrid Course Fees for Dual Credit Students sponsored by partnering school districts.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized the revised Tuition and Fees Schedules for FY 2016 - 2017 for students, dual credit students sponsored by partnering school districts, employees, and other (non-student/non-employee) as presented. The motion carried.

Review and Action as Necessary to Renew the Bank Depository Services Agreement

Approval to renew the bank depository services agreement with BBVA Compass Bank (McAllen, TX) for the period beginning September 1, 2016 through August 31, 2018 was requested.

Purpose – The Business Office requested renewal of the bank depository services agreement with BBVA Compass Bank.

Justification – BBVA Compass offered the College banking services which included, but was not limited to, account maintenance, account reconciliation, stop payment, online banking, balance reporting, wire transfers, book transfers, ACH transactions, and positive pay.

Background – The agreement for bank depository services was awarded to BBVA Compass Bank at the July 29, 2014 Board meeting for a two (2) year period beginning September 1, 2014 through August 31, 2016, with the option to renew for two (2) additional two (2) year periods. BBVA Compass has increased the interest rate on interest bearing accounts from 15 basis points per annum in the original contract to 25 basis points per annum in the renewal contract.

The first renewal period would begin September 1, 2016 and end August 31, 2018.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/29/14	9/1/14 - 8/31/16	2 – two year options
1 st Renewal	6/28/16		9/1/16 – 8/31/18

The vendor had complied with all the terms and conditions of the contract and services were satisfactory.

Reviewers – The Depository Contract was previously reviewed by Valley View Consulting, LLC (Investment Advisor) and South Texas College’s legal counsel. No changes were being presented.

Enclosed Documents – A copy of the Depository Contract is included in the packet for the Board’s information and review.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, were present meeting to address any questions by the Board.

The Finance and Human Resources Committee recommended Board approval of the renewal of the bank depository services agreement with BBVA Compass Bank for a period beginning September 1, 2016 through August 31, 2018, as presented.

Mr. Gary Gurwitz was present at the meeting and abstained from the deliberation and action.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized the renewal of the bank depository services agreement with BBVA Compass Bank for a period beginning September 1, 2016 through August 31, 2018, as presented. The motion carried.

Review and Action as Necessary on Proposed Purchasing Dollar Threshold Levels for Purchase of Goods or Services

Approval of the proposed purchasing dollar threshold levels for purchase of goods or services, to be implemented immediately upon Board approval, was requested.

Section 44.031 of the Texas Education Code, Purchasing; Contracts, generally states the following:

*“contracts for the purchase of goods and services, except contracts for the purchase of produce or vehicle fuel, valued at **\$50,000** or more in the aggregate for each 12-month period shall be made by a specific type of method, such as.....**request for proposals** or **request for qualifications**”*

The Board of Trustees had approved, per Board Policy #5210, *Purchasing*, the purchasing dollar thresholds at three different levels and each level required a specific type of purchasing method, such as one or three written quotes or request for proposal or request for qualifications.

Administration proposed that the Board consider increasing the purchasing dollar thresholds for each level while maintaining compliance with the Texas Education Code requirements.

Benefits

The benefits associated with the requested adjustments to the purchasing dollar threshold levels were as follows:

- expedite delivery after purchase by reducing the time frame presently experienced in receiving an item or service once ordered;

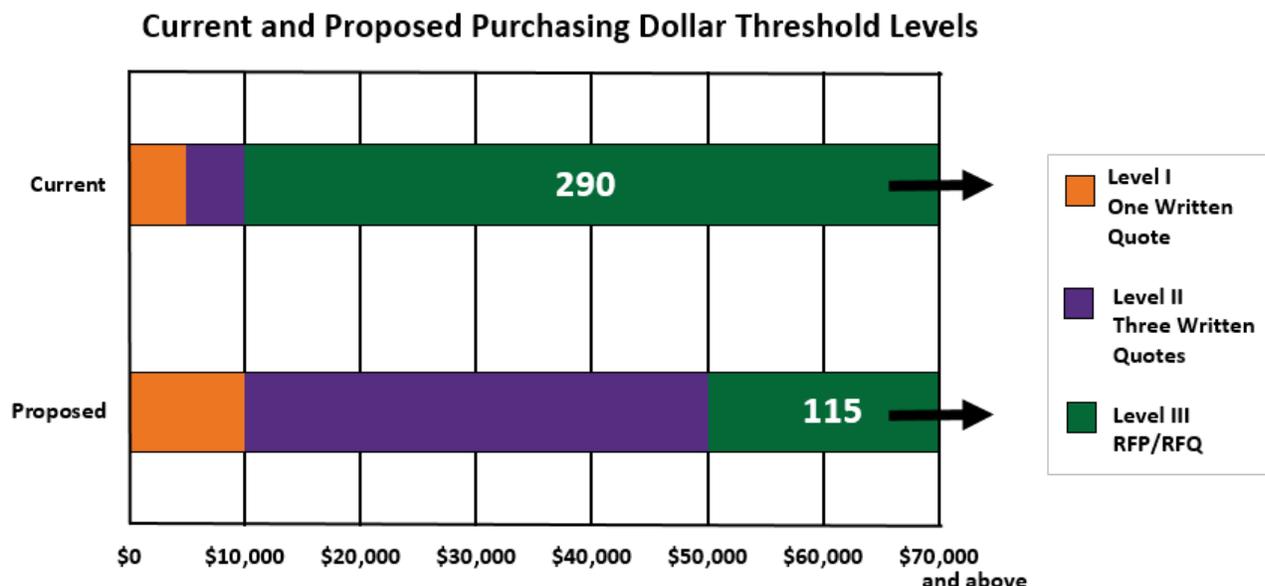
- increase productivity College-wide by reducing administrative costs and time associated with solicitation, preparation, advertising, and evaluation committee staff time;
- meet the procurements needs of students, faculty, and staff considering the increased volume of purchases over the past 22 ½ years;
- reduce the number of vendors required to complete Form 1295 and expedite those purchases. Presently an average of 20 vendors are required to complete Form 1295 (The Texas Ethics Commission requires all vendors awarded contracts by the Board of Trustees to complete a 1295 form prior to receiving the contract.); and
- meet the expenditure timeframe as prescribed by Grantor.

Current and Proposed Purchase Dollar Threshold Levels and State Requirement

The current board approved purchasing dollar threshold levels, the proposed purchasing dollar threshold levels, and the state requirement were as follows:

Level	Requirements	Current STC Amount	Proposed	State Requirement
Level I	One Written Quote	\$0-\$4,999	\$0-\$9,999	N/A
Level II	Three Written Quotes or One Purchasing Cooperative Quote	\$5,000 - \$9,999	\$10,000 - \$49,999	N/A
Level III	RFP, RFQ or One Purchasing Cooperative Quote	\$10,000 and Above	\$50,000 and Above	\$50,000

By increasing the Level III threshold from \$10,000 and above to \$50,000 and above, the total number of purchases requiring an RFP/RFQ would be reduced by approximately 60%. Using FY 2014 - 2015 as an example, the number of purchases in this level would decrease from 290 purchases to 115 purchases, or a reduction of 175 purchases, as reflected below:



Level III RFP/RFQ Time Frame

Although the proposed adjustments in each level would have a positive impact in purchasing operations, the greatest impact would be the change in Level III because of the time frame required to issue an RFP/RFQ.

The total time frame for a purchase requiring an RFP/RFQ is approximately 20 weeks or 5 months. The time frame of a purchase not requiring an RFP/RFQ is approximately 11 weeks or 3 months. A difference of 9 weeks or over 2 months is noted. These time frames included approximately 8 weeks of delivery time as reflected below:

Level III RFP/RFQ Time Frame

Level III RFP/RFQ Time Frame		
Week #	RFP/RFQ Required Time Frame	No RFP/RFQ Required Time Frame
Week 1	Bid process begins. Information is gathered and specifications are developed.	Information is gathered, quote is prepared and sent to the vendor.
Week 2		Response(s) are received.
Week 3	Advertise bid for a minimum of 2 weeks (Education Code 44.031)	The quote is reviewed with the end user. A purchase order is prepared, signed, and sent to the vendor.
Week 4		Delivery time varies from immediately to 8 weeks after receipt of purchase order, depending on the type of item or service requested.
Week 5	Response(s) are received and evaluated.	
Week 6	Recommendation is submitted and pending Board Committee review.	
Week 7		

Week 8		
Week 9	Recommendation is pending Board approval.	
Week 10		
Week 11	If recommendation is approved by the Board, a 1295 form is requested from awarded/approved vendor. The purchase order(s) are processed, signed, and sent to vendor.	
Week 12		
Week 13	Delivery time varies from immediately to 8 weeks after receipt of purchase order, depending on the type of item or service requested.	
Week 14		
Week 15		
Week 16		
Week 17		
Week 18		
Week 19		
Week 20		

Internal Controls

Strong internal controls were developed and in place for the purchasing, receiving, and accounts payable functions. Although the proposed adjustment to the purchasing dollar threshold would reduce the number of purchases that would require Board Committee review and Board approval, other internal controls would continue to be practiced including audits of these functions by the internal auditor, external financial auditor, and other external auditors. Internal controls were documented, monitored and communicated consistently to all the parties involved.

Other Community Colleges Purchasing Thresholds

A Texas Community College survey was recently conducted of the Level III purchasing dollar thresholds by the Director of Purchasing for Collin College. Twenty seven (27) responses were received, including South Texas College, and the results are as follows:

Survey of Texas Community Colleges (27 Responses)	
Number of Community Colleges	Purchasing Dollar Thresholds for Level III
6	\$100,000
19	\$50,000
1	\$25,000
1	\$10,000

In addition, a comparison between the top ten largest community colleges in Texas, including South Texas College, revealed the following.

Survey of Top Ten Largest Texas Community Colleges	
Number of Community Colleges	Purchasing Dollar Threshold for Level III
5	\$100,000
3	\$50,000
1	\$25,000
1	\$10,000

Internal Auditor Review

The proposed purchasing dollar thresholds were reviewed by the College’s Internal Auditor who indicated that the proposed thresholds were in compliance with state requirements for purchasing and that the adjustments would result in a more efficient process.

The Internal Auditor reviewed the survey of the purchasing dollar thresholds mentioned above and supported the change without reservation.

Monthly Reporting

The Purchasing Department would prepare and provide a monthly board report of all purchases completed between \$10,000 and \$49,999, which would no longer require Board approval.

The Finance and Human Resources Committee recommended Board approval of the proposed purchasing dollar threshold levels for purchase of goods or services as proposed.

Committee members suggested that the presentation to the Board could specify that the proposed threshold levels for purchase of goods or services would become effective immediately.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized the proposed purchasing dollar threshold levels for purchase of goods or services, to be implemented and effective immediately, as proposed. The motion carried.

Review and Action as Necessary to Revise Policy #5210: *Purchasing*

Approval to revise Policy #5210: *Purchasing* was requested.

Purpose – The proposed policy revisions updated the current policy, which had not been revised by the Board since 1999.

Justification – The revisions included changing the purchasing threshold levels, updating to the notice of publication section, adding the cooperative purchasing section, updating the consultant services and professional services section, adding the licensing for commercial activity, and adding the sole source purchases section.

Background – Policy #5210: *Purchasing* was approved by the Board of Trustees on November 9, 1995, and had not been amended since July 29, 1999.

On June 14, 2016, staff presented information related to a proposed change of the purchasing threshold in South Texas Policy #5210: *Purchasing* to the Finance Committee. These changes were reflected in the proposed Policy #5210: *Purchasing*. It was requested that the revised policy take effect immediately upon Board approval.

The changes to the policy were necessary to expedite delivery after purchase, increase productivity College wide, meet procurement needs of students, faculty, and staff, reduce the number of the require 1295 forms, and to meet the expenditure requirements by Grantors.

The most significant proposed changes were as follows:

- Page 1, Update the amounts and words for Level I, per the proposed purchasing dollar threshold
- Page 1, Update the amounts and words for Level II, per the proposed purchasing dollar threshold
- Page 1, Update the amounts and words for Level III, per the proposed purchasing dollar threshold
- Page 2, Change under the Special Provisions, the professional service contracts amount from “over \$10,000” to “at or above \$50,000”

Reviewers - The revised policy was reviewed by the Purchasing Department staff, Vice President for Finance and Administrative Services, President’s Cabinet, and the President.

Enclosed Documents - The revised policy was included in the packet for the Board’s review and information.

The additions to the policy were highlighted in yellow and the deletions were designated with a red strikethrough.

The Finance and Human Resources Committee recommended Board approval of the proposed Purchasing Dollar Threshold Levels for Purchase of Goods or Services, that are specified in Policy #5210: *Purchasing*, which is attached with proposed revisions.

Upon a motion by Ms. Rose Benavidez and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the proposed revisions to Policy #5210: *Purchasing* and which supersedes any previously adopted Board policy and took effect immediately upon Board approval. The motion carried.

Discussion and Action as Necessary on Proposed Budget Amendment for FY 2015 – 2016

Approval of a proposed budget amendment for FY 2015 – 2016 was requested.

The budget amendment was needed for the following two reasons:

1. Unrestricted Revenue and Expenditures Adjustment Due to Level of Traditional Student Tuition and Fees

	Increase/(Decrease)
Revenues	
Tuition	(\$379,318)
Fees	(715,138)
Total Revenue Reduction	(1,094,456)
Expenditures	
Salaries	(383,060)
Operating	(656,674)
Travel	(54,722)
Total Expenditures Reduction	(\$1,094,456)

- Student Tuition and Fee Revenue Budget Reduction
 - ⇒ The student tuition revenue budget would be reduced by \$379,318, from \$31,960,703 to \$31,581,385. The student fees revenue budget would be reduced by \$715,138, from \$26,274,482 to \$25,559,344. This was a total reduction of \$1,094,456 in student tuition and fees revenue. The reduction in tuition and fee revenue was necessary because the average traditional student semester credit hours in the Fall of 2015 and Spring of 2016 semesters was lower than the average traditional student semester credit hours used for budgeting purposes. The average semester credit hours average used for budgeting purposes, based on historical trends, was 10.04, however the FY 2015 – 2016 average semester credit hours per student decreased to 9.80. As

a result, revenue per student decreased. The average semester credit hours had been above 9.80 in the last five (5) years.

- Salary Expense Budget Reduction
 ⇒ The salary expense budget would be decreased by \$383,060, from \$85,239,693 to \$84,856,633.
- Operating Budget Reduction
 ⇒ The operating expense budget would be decreased by \$656,674, from \$31,995,989 to \$31,339,315.
- Travel Budget Reduction
 ⇒ The travel expense budget would be decreased by \$54,722, from \$1,968,296 to \$1,913,574.

2. Transfer of Unrestricted Fund Balance to Plant Funds

A budget amendment was proposed to transfer funds from the Unrestricted Fund Balance to the Unexpended Construction Plant Fund and the Renewals and Replacements Plant Fund, as follows:

- The Unrestricted Fund Balance Allocations would be increased by \$3,500,000 to fund the transfers to the Plant Funds.
- Funds would be transferred from the Unrestricted Fund Balance in the amount of \$2,500,000 to the Unexpended Construction Plant Fund for future construction and renovation projects.
- Funds would be transferred from the Unrestricted Fund Balance in the amount of \$1,000,000 to the Renewals and Replacements Plant Fund for future deferred maintenance projects.

Amended Budget Revenue and Expenditures/Transfers/Reserves and Fund Balances

As a result of the amendment, the total budgeted revenues and expenditures/reserves for fiscal year 2015 - 2016 would increase as follows:

Fiscal Year 2015 - 2016 Budgeted Revenues and Expenditures /Transfers/Reserves

Fund	Exh.	Original Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	A	\$163,175,686	\$2,405,544	\$165,581,230
Unexpended Construction Plant Fund	B	\$110,915,839	\$2,500,000	\$113,415,839
Renewals and Replacements Plant Fund	C	\$4,641,250	\$1,000,000	\$5,641,250

After the transfer of \$3,500,000, the Unrestricted Undesignated Fund Balance at September 1, 2015 in the amount of \$71,932,033 would be reduced to \$68,432,033. This amount was sufficient to fund approximately 5 months of operating expenditures.

The fund balances at September 1, 2015 for these three funds, and after the proposed amendments, were as follows:

Fund Balances at September 1, 2015

Fund	Fund Balance at September 1, 2015	Proposed Amendment	Amended Fund Balance
Unrestricted Fund	\$71,932,033	(\$3,500,000)	\$68,432,033
Unexpended Construction Plant Fund	\$24,723,984	\$2,500,000	\$27,223,984
Renewals and Replacements Plant Fund	\$21,175,171	\$1,000,000	\$22,175,171

The fund balance for these funds would be adjusted by FY 2015 - 2016 activity. The budget amendment was provided in the packet for your information and review.

The Finance and Human Resources Committee recommended Board approval of the proposed budget amendment for FY 2015 - 2016, as presented.

Upon a motion by Ms. Rose Benavidez and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the proposed budget amendment for FY 2015 - 2016, as presented. The motion carried.

Review and Action as Necessary on Unrestricted Fund Balance Designations as of August 31, 2016

Approval of the Unrestricted Fund Balance Designations as of August 31, 2016 was requested.

The Unrestricted Fund Balance Designations represents the College's intended future use of available resources and must be approved by the Board of Trustees. The amount approved as the Unrestricted Fund Balance Designations appears on the College's Comprehensive Annual Financial Report and is itemized as Board Designated.

As of August 31, 2015, the Board designated a total of \$28,500,000, as reflected in the table below. The total designation of \$28,500,000 included 1) a \$7,500,000 designation for employee health insurance premiums due to the rising costs of employee health insurance and the uncertainty of continued state funding, 2) a \$11,500,000 designation for the continued functionality of the College's Enterprise Resource Planning (ERP) system, 3) a \$4,000,000 designation for the deferred maintenance of facilities, 4) a \$3,500,000 designation for the College's business continuity of operations in the event of serious incidents or disasters, and 5) \$2,000,000 for furniture replacements.

Management proposed an additional Unrestricted Fund Balance designation in the total amount of \$2,000,000 in Fiscal Year 2015 - 2016 for ERP infrastructure maintenance and

renewal. Including the proposed additional fund balance designations for fiscal year 2015 - 2016, the total designation as of August 31, 2016 would be \$30,500,000, as follows.

Summary of Fund Balance Designations

Fund Balance Designations Per Category	FY 2015	FY 2016
Health Insurance Premiums	\$7,500,000	\$7,500,000
ERP Infrastructure Maintenance and Renewal	11,500,000	13,500,000
Facilities Deferred Maintenance	4,000,000	4,000,000
Business Continuity and Disaster Plan	3,500,000	3,500,000
Furniture Replacement	2,000,000	2,000,000
Total Fund Balance Designation as of August 31	\$28,500,000	\$30,500,000

Including the transfers of \$3,500,000 to the Plant Funds, per the proposed budget amendment, and the additional designation, the Unrestricted Fund Balance at September 1, 2015 would be adjusted as follows:

Unrestricted Fund Balance

	Undesignated Fund Balance	Designated Fund Balance	Total Fund Balance
Fund Balance – September 1, 2015	\$71,932,033	\$28,500,000	\$100,432,033
Less: Proposed Plant Funds Transfer	(3,500,000)	--	(3,500,000)
Proposed Amended Fund Balance	68,432,033	28,500,000	96,932,033
FY 2015 – 2016 Additional Designation	(2,000,000)	2,000,000	--
Adjusted Fund Balance	\$66,432,033	\$30,500,000	\$96,932,033

The total Unrestricted Undesignated Fund Balance of \$66,432,033 represents approximately four and one half (4½) months of budgeted expenditures. Per Policy #5350: *Unrestricted Fund Balance*, the College should maintain an Unrestricted Fund Balance sufficient to cover no less than four months of budgeted expenditures. These balances did not include the FY 2015 - 2016 activity.

The Finance and Human Resources Committee recommended Board approval of the Unrestricted Fund Balance Designation as of August 31, 2016 in the amount of \$2,000,000 as presented.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized the Unrestricted Fund Balance Designation as of August 31, 2016 in the amount of \$2,000,000 as presented. The motion carried.

Review and Action as Necessary on Proposed Employee Salary Pay Plans for FY 2016 – 2017

Approval of the Proposed Employee Salary Pay Plans for FY 2016 - 2017 was requested.

Purpose - The Proposed Employee Salary Pay Plans for FY 2016 - 2017 for all employee groups was presented for the Committee's review and consideration. The Employee Salary Pay Plans included the proposed pay grade ranges for Classified, Professional Technical (exempt and non-exempt), Administrative, Executive, and Faculty.

Justification - The Employee Salary Pay Plan information was prepared by the Office of Human Resources to reflect the College's proposed compensation structure for FY 2016-2017.

Background – The FY 2016 - 2017 pay plan compensation structure continued as per Evergreen Solutions' recommendations after the full compensation study conducted in FY 2013 - 2014 which recommended a more consistent compensation structure that improved consistency and a uniformity of spread within each pay grade range. Range spreads are a measure of a pay range's width, calculated as the percent increase from the minimum salary to the maximum salary of the range. Upon completion of the compensation study, the minimum of the adopted pay plan was set to 7.3% above the minimum starting salary for the classified range of the prior pay plan to match market conditions.

Reviewers - The President and all the Vice Presidents reviewed the Plan and approved the proposed revisions. New positions included within the Plan were reviewed and approved by the Board of Trustees in May 2016.

Enclosed Documents - A copy of the Proposed Employee Salary Pay Plan was included under separate cover.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the meeting to address any questions by the Board.

The Finance and Human Resources Committee recommended Board approval of the Proposed Employee Salary Pay Plans for FY 2016 - 2017, as presented.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized the Proposed Employee Salary Pay Plans for FY 2016 - 2017, as presented. The motion carried.

Review and Action as Necessary on Proposed Staffing Plan for FY 2016 – 2017

Approval of the Proposed Staffing Plan for FY 2016 - 2017 was requested.

Purpose - The Proposed Staffing Plan for FY 2016 – 2017 for all employee groups was presented for the Board's review and consideration. The Staffing Plan included all positions, titles, classifications, salaries, and salary pools under each Division and Organization of the College. The Staffing Plan also included title changes for some positions as requested by the Vice Presidents and President and as approved by the Board of Trustees in May 2016.

Justification - The Staffing Plan information was prepared by the Office of Human Resources, in collaboration with Business Office, to reflect the College's proposed staffing and salary structure for FY 2016 - 2017.

Background – As indicated in Policy 4100, College Staffing Plan, the Staffing Plan is the official document listing position titles, employees, and salaries for each fiscal year. The Staffing Plan is not a contract between the College and any person listed on it, and neither the Staffing Plan nor any action taken by the Board of Trustees concerning it should be considered creating contract rights, expectations of continued employment, or a property interest for any person listed in the Staffing Plan.

Funding Source – The organization funding each position was listed on the Staffing Plan and was subject to Board approval of the FY 2016 - 2017 Budget.

Reviewers - The President and all the Vice Presidents reviewed the Plan and approved the proposed revisions. New positions included within the Plan were reviewed and approved by the Board of Trustees in May.

Enclosed Documents - A copy of the FY 2016 - 2017 Staffing Plan was included under separate cover.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the meeting to address any questions by the Board.

The Finance and Human Resources Committee recommended Board approval of the Proposed Staffing Plan for FY 2016 - 2017, as presented.

Upon a motion by Ms. Rose Benavidez and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the Proposed Staffing Plan for FY 2016 - 2017, as presented. The motion carried.

After deliberation and action on the Finance and Human Resources Committee items, in the order presented above, the Board reviewed items from the June 14, 2016 Facilities Committee meeting in the order shown below:

Review and Action as Necessary on Partial Guaranteed Maximum Price for the 2013 Bond Construction Starr County Campus Health Professions and Science Building

Approval of a Partial Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Starr County Campus Health Professions and Science Building was requested.

Purpose

A Guaranteed Maximum Price is the method used by the Construction Manager-at-Risk (CM@R) to present their proposed construction cost to provide the Owner with a complete and functioning project. In certain instances, it is necessary for the CM@R to submit a request for approval of a Partial GMP in order to maintain the timeline required to arrive at the scheduled date for completion of a project.

Justification

The submitted Partial GMP was necessary for the CM@R to begin with the work to meet their overall construction schedule and to procure the steel prior to an anticipated price increase. Mata Garcia Architects had submitted construction documents with enough information regarding the construction work of the project. The construction work for the Partial GMP was for the foundation and structure and includes areas of concrete, steel, and under slab mechanical, electrical and plumbing infrastructure work only.

Background

Mata Garcia Architects completed the necessary construction documents for the project necessary for the CM@R to provide a partial GMP for review by the project team and approval by the College's Board of Trustees. Approval of the partial GMP would allow for the construction to begin and was in an effort for the CM@R to meet their overall construction schedule. The architect provided the necessary construction documents to D. Wilson Construction Company, which provided the partial GMP in the amount of \$1,736,000. The CM@R would submit the final GMP for approval at a later date.

Funding Source

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Starr County Campus Health Professions and Science Building was \$8,500,000. Bond funds were budgeted in the Bond Construction budget for FY 2015 - 2016.

Reviewers

The Partial GMP was reviewed by Broaddus & Associates Cost Control Estimator Joseph Gonzalez, who concurred with the pricing as presented in the Construction Manager-at-Risk's proposal.

Enclosed Documents

A memorandum from Broaddus and Associates and a description of the Partial GMP submitted by D. Wilson Construction Company was provided.

Presenters

Representatives from Broaddus & Associates, Mata Garcia Architects, and D. Wilson Construction attended the meeting to present the proposed Partial Guaranteed Maximum Price.

The Facilities Committee did not make a recommendation on this item.

The Board took no action on this item, pending a review of program-wide accounting from Broaddus & Associates.

Review and Action as Necessary on Partial Guaranteed Maximum Price for the 2013 Bond Construction Starr County Campus Parking and Site Improvements

Approval of a Partial Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Starr County Campus Parking and Site Improvements project was requested.

Purpose

A Guaranteed Maximum Price is the method used by the Construction Manager-at-Risk (CM@R) to present their proposed construction cost to provide the Owner with a complete and functioning project. In certain instances, it was necessary for the CM@R to submit a request for approval of a Partial GMP in order to maintain the timeline required to arrive at the scheduled date for completion of a project.

Justification

The submitted Partial GMP as necessary for the CM@R to begin with the work to meet their overall construction schedule. Melden and Hunt submitted construction documents with enough information regarding the construction work of the project. The construction work for the Partial GMP was only for the parking and site improvements needed related to the new 2013 Bond Construction Thermal Plant.

Background

Melden and Hunt completed the construction documents for the project necessary for the CM@R to provide a partial GMP for review by the project team and approval by the College's Board of Trustees. Approval of the partial GMP would allow for the construction to begin and as in an effort for the CM@R to meet their overall construction schedule. The engineer provided the necessary construction documents to D. Wilson Construction Company which provided the partial GMP in the amount of \$119,800. The CM@R would submit the final building GMP for approval at a later date.

Funding Source

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Starr County Campus Parking and Site Improvements project was \$1,000,000. Bond funds are budgeted in the Bond Construction budget for FY 2015 - 2016.

Reviewers

The Partial GMP was reviewed by Broaddus & Associates Cost Control Estimator Joseph Gonzalez who concurred with the pricing as presented in the Construction Manager-at-Risk's proposal.

Enclosed Documents

A memorandum from Broaddus and Associates and a description of the Partial GMP submitted by D. Wilson Construction Company was provided.

Presenters

Representatives from Broaddus & Associates, Melden and Hunt, and D. Wilson Construction Company attended the meeting to present the proposed Partial Guaranteed Maximum Price.

The Facilities Committee did not make a recommendation on this item.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized the Partial Guaranteed Maximum Price (GMP) with D. Wilson Construction Company in the amount of \$119,800 for the 2013 Bond Construction Starr County Campus Parking and Site Improvements as presented. The motion carried.

Review and Action as Necessary on Guaranteed Maximum Price for the 2013 Bond Construction Starr County Campus Thermal Plant

Approval of a Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Starr County Campus Thermal Plant was requested.

Purpose

A Guaranteed Maximum Price is used by the Construction Manager-at-Risk (CM@R) to present their maximum construction cost to provide the Owner with a complete and functioning project.

Justification

The submitted GMP was necessary for the CM@R to begin with the work to meet their overall construction schedule. Sigma HN Engineers submitted construction documents with enough information regarding the construction work of the project.

Background

Sigma HN Engineers completed the 60% set of construction documents for the project necessary for the CM@R to provide a complete GMP for review by the project team and approval by the College's Board of Trustees. Approval of the GMP would allow for the construction to begin and was an effort for the CM@R to meet their overall construction schedule. The Engineer provided the necessary construction documents to D. Wilson Construction Company which provided a GMP in the amount of \$3,911,000.

CCL and GMP

Starr Thermal Plant Current CCL	\$3,800,000
Starr Thermal Plant GMP	<u>3,911,000</u>
Budget Variance	<u><u>(\$111,000)</u></u>

Proposed Funding Source

Budget transfer from Pecan Campus Bond Construction Program	
Contingency Funds	<u>\$111,000</u>

Alternate

Alternate #1 Add hydronic site piping to existing buildings and retrofit existing HVAC (not in original scope)	<u>\$788,305</u>
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Proposed Funding Source

No funding source identified.

Broaddus & Associates stated that the initial GMP was presented at \$4.3M, but through negotiations and value-engineering, the project team was able to bring the GMP down to \$3,911,000 as presented.

Funding Source

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Starr County Campus Thermal Plant project was \$3,800,000. Bond funds were budgeted in the Bond Construction budget for fiscal year 2015 - 2016. Program contingency funds in the amount of \$111,000 were recommended to be transferred from the Pecan Campus Bond Construction Program Contingency.

Reviewers

The GMP was reviewed by Broaddus & Associates Cost Control Estimator Joseph Gonzalez who concurred with the pricing as presented in the Construction Manager-at-Risk's proposal.

Enclosed Documents

A memorandum from Broaddus and Associates and a description of the GMP submitted by D. Wilson Construction Company were provided.

Presenters

Representatives from Broaddus & Associates, Sigma HN Engineers, and D. Wilson Construction Company attended the meeting to present the proposed Guaranteed Maximum Price.

The Facilities Committee recommended Board approval of the Guaranteed Maximum Price (GMP) in the amount of \$3,911,000 with D. Wilson Construction Company, the funding source for the variance, and the transfer of \$111,000 from the Pecan Campus Bond Construction Program Contingency for the 2013 Bond Construction Starr County Campus Thermal Plant as presented, and with the inclusion of the construction alternate to be paid out of non-bond funds.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the Guaranteed Maximum Price (GMP) in the amount of \$3,911,000 with D. Wilson Construction Company, the funding source for the variance, and the transfer of \$111,000 from the Pecan Campus Bond Construction Program Contingency for the 2013 Bond Construction Starr County Campus Thermal Plant as presented, and with the inclusion of the construction alternate to be paid out of non-bond funds. The motion carried.

Update on Status of 2013 Bond Construction Program

The packet included a copy of the presentation prepared by Broaddus and Associates as an update on the status of the 2013 Bond Construction Program. Mr. Gilbert Gallegos attended the June 28, 2016 Regular Board Meeting to provide the update.

The Board asked Mr. Gallegos to develop and present an accountability report for review by the Trustees at a special Facilities Committee meeting to be scheduled for Wednesday, July 7, 2016 at 3:00 p.m. and Mr. Gallegos agreed.

Review and Action as Necessary on Additional Services with Broaddus and Associates for a Traffic Impact Analysis for the 2013 Bond Construction Mid Valley Campus

Approval of additional services with Broaddus & Associates for a Traffic Impact Analysis for the 2013 Bond Construction Mid Valley Campus was requested.

Purpose

A traffic impact analysis was needed to determine the vehicular impacts on existing road infrastructure in the vicinity of the Mid Valley Campus and would provide recommendations for improvements.

Justification

On May 16, 2016, the City of Weslaco asked the College to conduct an updated traffic impact analysis in order to proceed with the permitting process for the 2013 Bond construction projects at the Mid Valley Campus.

Background

In 2003, a Traffic Impact Analysis was conducted at the Mid Valley Campus as part of the 2001 Bond Construction projects. The City of Weslaco requested an updated Traffic Impact Analysis due to the proposed 2013 Bond Construction projects at the Mid Valley Campus. This study would evaluate vehicular impacts on existing road infrastructure as well as ingress and egress locations. Recommendations would also be made for other improvements to enhance traffic safety.

Broaddus and Associates requested a proposal from Aldana Engineering & Traffic Design, LLC, in the amount of \$14,000 to conduct this analysis. Broaddus and Associates did not request additional fees for these services.

Funding Source

Funds were available in the FY 2015 - 2016 Bond Construction Program management fund.

Enclosed Documents

A proposal dated June 14, 2016 from Broaddus and Associates in the amount of \$14,000 was provided.

Presenters

Representatives from Broaddus & Associates attended the meeting to address any questions related to the traffic impact analysis.

The Facilities Committee recommended Board approval of the additional services with Broaddus & Associates in the amount of \$14,000 for a Traffic Impact Analysis for the 2013 Bond Construction Mid Valley Campus as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the additional services with Broaddus & Associates in the amount of \$14,000 for a Traffic Impact Analysis for the 2013 Bond Construction Mid Valley Campus as presented. The motion carried.

Review and Recommend Action on Amendment of Partial Guaranteed Maximum Price for the 2013 Bond Construction Technology Campus Southwest Building Renovation and Partial Guaranteed Maximum Price for the 2013 Bond Construction Technology Campus Parking and Site Improvements

Approval to amend the partial Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Technology Campus Southwest Building Renovation and the partial GMP for the 2013 Bond Construction Technology Campus Parking and Site Improvements was requested.

Purpose

The purpose was to amend the previous approved Partial GMP for the 2013 Bond Construction Technology Campus Southwest Building Renovation and to approve the partial GMP for the 2013 Bond Construction Technology Campus Parking and Site Improvements.

Justification

The partial GMP for the 2013 Bond Construction Technology Campus Southwest Building Renovation previously submitted included costs associated with the Parking and Site Improvements for this campus and needed to be corrected to reflect the appropriate costs separately for each project.

Background

At the March 29, 2016 Board meeting, the Board approved a partial GMP for the 2013 Bond Construction Technology Campus Southwest Building Renovation in the amount of \$550,710 with E-Con Group. This partial GMP amount included the partial GMP of \$358,106 for the building renovation and \$192,604 for the parking and site improvements. It was presented to the Board as the amount only for the building renovation; therefore, the GMP needed to be amended to reflect the appropriate costs associated with each project.

Partial GMPs

Technology Campus Southwest Building Renovation \$358,106

Technology Campus Parking and Site Improvements \$192,604

Funding Source

The current Construction Cost Limitation (CCL) for the Technology Campus Southwest Building Renovations project was \$12,000,000 and \$650,000 for the Technology Campus Parking and Site Improvements. The CM@R submitted the balance of the GMPs which would include these partial GMPs. Bond funds were budgeted in the Bond Construction budget for FY 2015 - 2016.

Reviewers

The partial GMPs were reviewed by Broaddus & Associates Cost Control Estimator Joseph Gonzalez who concurred with the pricing as presented in the Construction Manager-at-Risk's proposal.

Enclosed Documents

Memorandums from Broaddus and Associates and descriptions of the partial GMPs submitted by E-Con Group were provided in the packet.

Presenters

Representatives from Broaddus & Associates, EGV Architects, Hinojosa Engineering, and E-Con Group attended the meeting to present the proposed partial GMPs.

The Facilities Committee did not make a recommendation on this item.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the amended partial guaranteed maximum price (GMP) in the amount of \$358,106 for the 2013 Bond Construction Technology Campus Southwest Building Renovation and the partial guaranteed maximum price (GMP) in the amount of \$192,604 for the 2013 Bond Construction Technology Campus Parking and Site Improvements with E-Con Group as presented. The motion carried.

Review and Action as Necessary on the Balance of the Guaranteed Maximum Price for the 2013 Bond Construction Technology Campus Southwest Building Renovation

Approval of the balance of the Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Technology Campus Southwest Building Renovation was requested.

Purpose

A Guaranteed Maximum Price was used by the Construction Manager-at-Risk (CM@R) to present their maximum construction cost to provide the Owner with a complete and functioning project.

Justification

The submitted GMP was necessary for E-Con (CM@R) to begin with the work to meet their overall construction schedule. EGV Architects submitted construction documents with enough information regarding the construction work of the project. The balance of the GMP for this project was previously presented to the Facilities Committee on June 14,, 2016 but it was since been revised to account for the Partial GMP amendment requested.

Background

On March 29, 2016, the Board approved the partial GMP for the Technology Campus Southwest Building Renovation in the amount of \$550,710. The approval of the partial GMP was necessary at that time so E-Con could begin with the work to meet their overall construction schedule.

As a separate item at the June 28, 2016 Regular Board Meeting, the Board was asked to amend the previously approved partial GMP of \$550,710 for the Technology Campus Southwest Building Renovation to a revised amount of \$358,106 and to approve a partial GMP for the Technology Campus Parking and Site Improvements in the amount of \$192,604 in order to separate the costs for each project.

E-Con received the necessary construction documents from EGV Architects to develop the balance of the GMP in the amount of \$10,175,481. The total GMP for this project was \$10,533,587 which included the initial partial GMP. Additional funds were available from the buyout savings in the amount of \$120,730 from the GMP for the Technology Campus Southwest Building Renovation.

CCL and GMP

Technology Campus Southwest Building Renovation Current CCL	\$12,000,000
Less	
Technology Campus Southwest Building Renovation Partial GMP	358,106
Technology Campus Southwest Building Renovation Balance of GMP	<u>10,175,481</u>
Total GMP	<u>\$10,533,587</u>
Budget Variance	<u><u>\$1,466,413</u></u>

Buyout Savings

Technology Campus Southwest Building Renovation Partial GMP	\$358,106
Partial GMP Buyout Amount	237,376
Partial GMP Buyout Savings	<u>\$120,730</u>

Funding Source

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Technology Campus Southwest Building Renovation project was \$12,000,000. Bond funds were budgeted in the Bond Construction budget for FY 2015 - 2016.

Funds remaining in Program Contingency in this project were as follows:

• GMP savings amount under the CCL	\$1,466,413
• Buyout savings from the partial GMP	<u>120,730</u>
Total Remaining Program Contingency	<u>\$1,587,143</u>

Broaddus & Associates recommended the transfer of \$1,313,574 from the remaining funds available in this budget to cover the budget shortfall in the 2013 Bond Construction Technology Campus Parking and Site Improvements project.

Reviewers

The GMP was reviewed by Broaddus & Associates Cost Control Estimator Joseph Gonzalez who concurred with the pricing as presented in the Construction Manager-at-Risk's proposal.

Enclosed Documents

A memorandum from Broaddus and Associates and a description of the balance of the GMP submitted by E-Con was provided.

Presenters

Representatives from Broaddus & Associates, EGV Architects, and E-Con attended meeting to present the proposed Guaranteed Maximum Price.

The Facilities Committee recommended Board approval of the Balance of the Guaranteed Maximum Price (GMP) at the June 14, 2016 Facilities Committee meeting. Due to the aforementioned changes to a previously approved partial GMP that impacts this project, the Facilities Committee was scheduled to review this again on June 28, 2016 but was unable to review or recommend this item due to time constraints.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized the Balance of the Guaranteed Maximum Price (GMP) in the amount of \$10,175,481 for a total GMP in the amount of \$10,533,587 which included the initial partial GMP with E-Con for the 2013 Bond Construction Technology Campus Southwest Building Renovation. The motion carried.

Review and Action as Necessary on Guaranteed Maximum Price for the 2013 Bond Construction Technology Campus Parking and Site Improvements

Approval of a Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Technology Campus Parking and Site Improvements was requested.

Purpose

A Guaranteed Maximum Price is used by the Construction Manager-at-Risk (CM@R) to present their maximum construction cost to provide the Owner with a complete and functioning project.

Justification

The submitted GMP was necessary for the CM@R to begin with the work to meet their overall construction schedule. Hinojosa Engineering submitted construction documents with enough information regarding the construction work of the project.

Background

Hinojosa Engineering completed the 60% set of construction documents for the project necessary for the CM@R to provide a complete GMP for review by the project team and approval by the College's Board of Trustees.

As a separate item at the June 28, 2016 Regular Board Meeting, the Board amended the previously approved partial GMP of \$550,710 for the Technology Campus Southwest Building Renovation to a revised amount of \$358,106 and to approve a partial GMP for the Technology Campus Parking and Site Improvements in the amount of \$192,604 in order to separate the costs for each project.

Approval of the Balance of the GMP would allow for the construction to begin and is in an effort for the CM@R to meet their overall construction schedule. The engineer provided the necessary construction documents to E-Con which provided the balance of the GMP in the amount of \$1,134,319. The total GMP was \$1,326,923 which included the partial GMP for the site demolition.

CCL and GMP	
Parking and Site Improvements Current CCL	\$650,000
Less	
Partial GMP	\$192,604
Balance of GMP for Parking and Site Improvements	1,134,319
Total GMP	<u>\$ 1,326,923</u>
Budget Variance	<u>(\$676,923)</u>

Buyout Savings	
Parking and Site Improvements Partial GMP	\$192,604
Partial GMP Buyout Amount	170,358
Partial GMP Buyout Savings	<u>\$22,246</u>

Proposed Funding Source	
Budget Transfer from Technology Campus Building Renovation	\$676,923

Alternates

Alternate #1 Revised Truck Driving Training Area (not in original scope)	\$231,555
Alternate #2 East Parking Lot	427,342
Total Alternates	<u>\$658,897</u>

Proposed Funding Source	
Budget Transfer from Technology Campus Building Renovation	\$658,897

At the Facilities Committee meeting on June 14, 2016, Broaddus & Associates indicated that the Truck Driving Training in Alternate #1 currently used another paved area at that campus, and that the existing paved area could be renovated at a significantly lower cost than the Alternate proposed. Broaddus & Associates would confirm with the Program Chair and the Shipping and Receiving Department if this area was adequate for their need and report back to the board. Dr. Reed confirmed that the existing area also had access to a shipping dock, which allowed students to practice docking maneuvers.

Broaddus and Associates subsequently met with college staff, faculty and the engineers to evaluate the long term use of the existing area for truck driving training. It was determined that the program needed to have a separate training area to avoid delivery traffic and receiving facility concerns. The project team proposed the reduction of scope for the truck driving training area by square footage and a reduction in the site lighting. This reduced the cost from \$417,658 to \$231,555, a savings of \$186,103 for Alternate #1.

The project team stated that the parking lot in Alternate #2 would be needed in the near future to accommodate enrollment growth and access to the new building, and the Committee determined that it should be included within the scope of the bond expansion site improvement project.

Funding Source

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Technology Campus Parking and Site Improvements project was \$650,000. Bond funds were budgeted in the Bond Construction budget for FY 2015 - 2016.

Broaddus and Associates recommended the transfer of \$1,335,820 from the Technology Campus Building Renovation project budget to fund the overage for this project. The total

remaining Program Contingency budget in the Technology Campus Building Renovation project was \$1,587,143.

Reviewers

The GMP was reviewed by Broaddus & Associates Cost Control Estimator Joseph Gonzalez who concurred with the pricing as presented in the Construction Manager-at-Risk's proposal.

Enclosed Documents

A memorandum from Broaddus and Associates and a description of the GMP submitted by E-Con were provided.

Presenters

Representatives from Broaddus & Associates, Hinojosa Engineering, and E-Con attended the meeting to present the proposed Guaranteed Maximum Price.

The Facilities Committee recommended Board approval of the Balance of the Guaranteed Maximum Price (GMP) and Alternate #2 at the June 14, 2016 Facilities Committee meeting. Due to the aforementioned changes to a previously approved partial GMP that impacts this project, the Facilities Committee was scheduled to review this again on June 28, 2016 but was unable to review or recommend this item due to time constraints.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the balance of the Guaranteed Maximum Price (GMP) in the amount of \$1,793,216 with E-Con for a total GMP of \$1,985,820 which includes Alternates 1 and 2, and approval to transfer \$1,335,820 from the 2013 Bond Construction Technology Campus Southwest Building Renovation Program Contingency to the 2013 Bond Construction Technology Campus Parking and Site Improvements project, provided that this action left a balance of \$251,323 in the funding set aside for the 2013 Bond Construction Program projects at the Technology Campus, as presented. The motion carried.

Review and Action as Necessary on Guaranteed Maximum Price for the 2013 Bond Construction Pecan Campus North Academic Building

Approval of a Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Pecan Campus North Academic Building was requested.

Purpose

A Guaranteed Maximum Price is used by the Construction Manager-at-Risk (CM@R) to present their maximum construction cost to provide the Owner with a complete and functioning project.

Justification

The submitted GMP was necessary for the CM@R to begin with the work to meet their overall construction schedule. PBK Architects submitted construction documents with enough information regarding the construction work of the project.

Background

PBK Architects completed the 60% set of construction documents for the project necessary for the CM@R to provide a complete GMP for review by the project team and approval by the College’s Board of Trustees. Approval of the GMP would allow for the construction to begin and was an effort for the CM@R to meet their overall construction schedule. The Architect provided the necessary construction documents to D. Wilson Construction Company which provided a GMP in the amount of \$10,951,000.

Project Scope:

64,299 SF Current total SF

61,267 SF Original SF

3,032 SF Net Difference

Note: The additional square footage resulted from the addition of student collaborative spaces, all gender restrooms, and widening of hallways.

CCL and GMP

North Academic Building Current CCL	\$10,500,000
North Academic Building GMP	<u>10,951,000</u>
Budget Variance	<u><u>(\$451,000)</u></u>

Proposed Funding Source

Utilized Pecan Campus Bond Construction Program Contingency Funds	\$451,000
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Alternate

Alternate #1 Add Curved Roof Structure (not in original scope) No funding source identified.	\$226,000
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Proposed Funding Source
 No funding source identified.

Funding Source

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Pecan Campus North Academic Building project was \$10,500,000. Bond funds were budgeted in the Bond Construction budget for FY 2015 - 2016. Broaddus & Associates recommended the use of program contingency funds in the amount of \$451,000 to cover the budget shortfall.

Reviewers

The GMP was reviewed by Broaddus & Associates Cost Control Estimator Joseph Gonzalez who concurred with the pricing as presented in the Construction Manager-at-Risk’s proposal.

Enclosed Documents

A memorandum from Broaddus and Associates and a description of the GMP submitted by D. Wilson Construction Company were provided.

Presenters

Representatives from Broaddus & Associates, PBK Architects, and D. Wilson Construction Company attended the meeting to present the proposed Guaranteed Maximum Price.

The Facilities Committee recommended Board approval of the Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Pecan Campus North Academic Building in the amount of \$10,951,000 with D. Wilson Construction Company and approval to utilize \$451,000 from Pecan Campus North Academic Building Program Contingency as presented. The Facilities Committee recommended rejection of the proposed construction Alternate 1 related to the curved roof structure.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Pecan Campus North Academic Building in the amount of \$10,951,000 with D. Wilson Construction Company and approval to utilize \$451,000 from Pecan Campus North Academic Building Program Contingency, and rejection of the proposed construction Alternate #1, as presented. The motion carried.

Review and Action as Necessary on Schematic Design for the Non-Bond Nursing and Allied Health Campus Thermal Plant

Approval of schematic design by Halff Associates for the Non-Bond Nursing and Allied Health Campus Thermal Plant was requested.

Purpose

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

Justification

Once schematic design was approved, Halff Associates would proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using the College's design standards as well as all applicable codes and ordinances. The phases of a construction project are as follows: 1.) Schematic Design, 2.) Design Development, 3.) Construction Documents, 4.) Guaranteed Maximum Price, 5.) Construction, and 6.) Closeout

The Construction Manager-at-Risk provides preconstruction services during the design processes leading to the construction phase. A Guaranteed Maximum Price (GMP) would then be developed and would be presented to the Facilities Committee and Board for review at a future date.

Background

As previously authorized by the Board of Trustees, Halff Associates began working with Broaddus & Associates, Facilities Planning & Construction, and College staff to develop

plans and elevations. Although this was a non-bond project, Broaddus and Associates agreed to manage this project. As per the Owner/Consultant agreement with Broaddus and Associates, the scope of work can be increased in the aggregate with a not to exceed amount of five percent of the total amount of the original bond program with no additional fees paid to the consultant.

This project would be partially funded with bond funds. Bond funds totaling \$548,530 would be used to cover \$368,530 for the chillers and \$180,000 for the thermal energy distribution lines from the new building to the thermal plant. The proposed Non-Bond Nursing and Allied Health Campus Thermal Plant project included the following scope:

- **Engineer**
 - Halff Associates

- **Construction Manager-at-Risk**
 - D. Wilson Construction Company

- **Construction Cost Limitation (CCL)**
 - \$3,000,000

- **Program Scope**
 - SQ FT – 3,141
 - One Floor
 - **Chillers and Mechanical Support**
 - Water cooled chillers (2 at 500 tons each)
 - **Office Spaces**
 - Facility Manager
 - Office Pool
 - Inventory/Custodial
 - **Building Support Spaces**
 - Restroom
 - Loading Areas

Funding Source

The current Construction Cost Limitation (CCL) was \$3,000,000 and would be adjusted once the Guaranteed Maximum Price (GMP) proposals were submitted by the Construction Manager-at-Risk to be presented to the Board for approval. Bond funds were budgeted in the Bond Construction budget for FY 2015 - 2016.

Reviewers

The proposed schematic design was reviewed by Broaddus & Associates and staff from Facilities Planning & Construction and Operations and Maintenance Departments.

Enclosed Documents

Halff Associates developed a schematic presentation describing the proposed design. The packet included drawings of the site plan, floor plans, and exterior views.

Presenters

Halff Associates developed a schematic presentation describing the proposed design. Representatives from Broaddus & Associates and Halff Associates attended the meeting to present the schematic design of the proposed expansion project.

The Facilities Committee recommended Board approval of the proposed schematic design by Halff Associates for the Non-Bond Nursing and Allied Health Campus Thermal Plant as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the proposed schematic design by Halff Associates for the Non-Bond Nursing and Allied Health Campus Thermal Plant as presented. The motion carried.

Review and Action as Necessary on Schematic Design for the Non-Bond Parking and Site Improvements for the Nursing and Allied Health Campus Thermal Plant

Approval of schematic design by R. Gutierrez Engineering for the Non-Bond Parking and Site Improvements for the Nursing and Allied Health Campus Thermal Plant project was requested.

Purpose

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

Justification

Once schematic design was approved, R. Gutierrez Engineering would proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using college design standards as well as all applicable codes and ordinances. The phases of a construction project are as follows: 1.) Schematic Design, 2.) Design Development, 3.) Construction Documents, 4.) Guaranteed Maximum Price, 5.) Construction, and 6.) Closeout

The Construction Manager-at-Risk provides preconstruction services during the design processes leading to the construction phase. A Guaranteed Maximum Price (GMP) would then be developed and would be presented to the Facilities Committee for review at a future date.

Background

As previously authorized by the Board of Trustees, R. Gutierrez began working with Broaddus and Associates, Facilities Planning and Construction, and college staff to develop parking and site plans. Although this was a non-bond project, Broaddus and Associates agreed to manage this project and would be funded with non-bond funds. As per the Owner/Consultant agreement with Broaddus and Associates, the scope of work can be increased in the aggregate with a not to exceed amount of five percent of the total amount of the original bond program with no additional fees paid to the consultant.

The proposed Non-Bond Parking and Site Improvements for the Nursing and Allied Health Campus Thermal Plant included the following scope:

- **Engineer**
 - R. Gutierrez Engineering

- **Construction Manager-at-Risk**
 - D. Wilson Construction Company

- **Construction Cost Limitation (CCL)**
 - \$200,000

- **Program Scope**
 - 2 Parking Spaces
 - Drives, Sidewalks
 - Infrastructure Improvements
 - Grading and Drainage
 - Landscaping and Irrigation
 - Access drive to dumpsters

Funding Source

The current Construction Cost Limitation (CCL) as \$200,000 and would be adjusted once the Guaranteed Maximum Price (GMP) proposals were submitted by the Construction Manager-at-Risk to be presented to the Board for approval. Bond funds were budgeted in the Non-Bond Construction budget for FY 2015 - 2016.

Reviewers

The proposed schematic design was reviewed by Broaddus and Associates and staff from Facilities Planning and Construction and Operations and Maintenance Departments.

Enclosed Documents

R. Gutierrez Engineering developed a schematic presentation describing the proposed design.

Presenters

Representatives from Broaddus and Associates and R. Gutierrez Engineering attended the meeting to present the schematic design of the proposed parking and site improvements.

The Facilities Committee recommended Board approval of the proposed schematic design by R. Gutierrez Engineering for the Non-Bond Parking and Site Improvements for the Nursing and Allied Health Campus Thermal Plant project as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approve and authorize the proposed schematic design by R. Gutierrez Engineering for the Non-Bond Parking and Site Improvements for the Nursing and Allied Health Campus Thermal Plant project as presented. The motion carried.

Review and Action as Necessary on Contracting Construction Services for the Non-Bond Pecan Campus Portable Building Infrastructure Phase II

Approval to contract construction services for the Non-Bond Pecan Campus Portable Building Infrastructure Phase II project was requested.

Purpose

The procurement of a contractor would provide for construction services necessary for the Non-Bond Pecan Campus Portable Buildings Infrastructure Phase II project.

Justification

The last two portable buildings needed to be relocated to allow for the construction of the 2013 Bond Construction STEM Building and South Academic Building at the Pecan Campus. These portable buildings would be used to accommodate new classes for the fall semester at the Pecan Campus.

Background

The college contracted with Sigma HN Engineers to prepare plans and specifications for phase II of the infrastructure for additional portable buildings at the Pecan Campus. The design team at Sigma HN Engineers worked with college staff in preparing and issuing the necessary plans and specifications for the solicitation of competitive sealed proposals.

Solicitation of competitive sealed proposals for this project began on May 2, 2016. A total of four (4) sets of construction documents were issued to general contractors and sub-contractors, and a total of two (2) proposals were received on May 18, 2016.

Timeline for Solicitation of Competitive Sealed Proposals	
May 2, 2016	Solicitation of competitive sealed proposals began.
May 18, 2016	Two (2) proposals were received.

College staff reviewed and evaluated the competitive sealed proposals and recommend Zitro Electric, LLC as the highest ranked in the amount of \$39,500.

Funding Source

As part of the FY 2015 - 2016 Non-Bond Construction budget, funds in the amount of \$40,000 were available for this project.

Source of Funding	Amount Available	Highest Ranked Proposal Zitro Electric, LLC
Non-Bond Construction	\$40,000	\$39,500

Reviewers

The proposal was reviewed by staff from the Facilities Planning & Construction and Purchasing departments.

Enclosed Documents

Staff evaluated these proposals and prepared a proposal summary. It was recommended that the top ranked contractor be recommended for Board approval.

The Facilities Committee recommended Board approval to contract construction services with Zitro Electric, LLC in the amount of \$39,500 for the Non-Bond Pecan Campus Portable Building Infrastructure Phase II project as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized contracting construction services with Zitro Electric, LLC in the amount of \$39,500 for the Non-Bond Pecan Campus Portable Building Infrastructure Phase II project as presented. The motion carried.

Discussion and Action as Necessary on Design Space and Program for the 2013 Bond Construction Starr County Campus Projects

- 1) **Starr County Campus Workforce Training Center Expansion**
- 2) **Starr County Campus Student Services Building Expansion**
- 3) **Starr County Campus Student Activities Building Expansion**
- 4) **Starr County Campus Health Professions and Science Building**
- 5) **Starr County Campus Library**

The design space and program for the 2013 Bond Construction Starr County Campus Projects were presented for discussion and action as necessary.

No action was taken on this item.

Review and Action as Necessary on Guaranteed Maximum Price for the 2013 Bond Construction Pecan Campus Student Activities Building and Cafeteria

Approval of a Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Pecan Campus Student Activities Building and Cafeteria was requested.

Purpose

A Guaranteed Maximum Price was used by the Construction Manager-at-Risk (CM@R) to present their maximum construction cost to provide the Owner with a complete and functioning project.

Justification

The submitted GMP was necessary for the CM@R to begin with the work to meet their overall construction schedule. The Warren Group submitted construction documents with enough information regarding the construction work of the project.

Background

TWG completed the 60% set of construction documents for the project necessary for the CM@R to provide a complete GMP for review by the project team and approval by the College's Board of Trustees. Approval of the GMP would allow for the construction to begin and was an effort for the CM@R to meet their overall construction schedule. The architect provided the necessary construction documents to D. Wilson Construction Company which provided a GMP in the amount of \$6,761,000.

Project Scope

31,219 Current Total SF
 33,042 Original SF
 (1,823) Net SF Difference

CCL and GMP

Cafeteria & Student Activities Building Target CCL	\$5,700,000
Fixed Kitchen Equipment	585,000
Total	<u>\$6,285,000</u>
Proposed Cafeteria & Student Activities Building GMP	<u>\$6,761,000</u>
Budget Variance	(\$476,000)

Proposed Funding Source

Utilize Pecan Campus Bond Construction Program Contingency Funds	\$476,000
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Alternate

Alternate #1 – Add a 1,747 s.f. second floor terrace with exterior stair access to the pre-function/multi-purpose rooms	\$127,179
Proposed Funding Source – Project Buyout Savings	

Funding Source

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Pecan Campus Student Activities Building and Cafeteria was \$5,700,000. An amount of \$585,000 was allocated for fixed Kitchen equipment for a total of \$6,285,000. Bond funds were budgeted in the Bond Construction budget for FY 2015 - 2016. The balance of funds were to be funded by the Pecan Campus Bond Program Contingency.

Reviewers

The GMP was reviewed by Broaddus & Associates Cost Control Estimator Joseph Gonzalez who concurred with the pricing as presented in the Construction Manager-at-Risk's proposal.

Enclosed Documents

A memorandum from Broaddus and Associates and a description of the GMP submitted by D. Wilson Construction were included.

Presenters

Representatives from Broaddus & Associates, The Warren Group, and D. Wilson Construction attended the meeting to present the proposed Guaranteed Maximum Price.

The Facilities Committee discussed this item at a special Facilities Committee Meeting on Tuesday, June 28, 2016 at 3:30 p.m. and recommended Board approval of the GMP, including Alternate #1, as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the Guaranteed Maximum Price (GMP) with D. Wilson Construction in the amount of \$6,761,000 for the 2013 Bond Construction Pecan Campus Student Activities and Cafeteria as presented, including the transfer of \$476,000 from the Pecan Campus Bond Construction Program Contingency Fund, and also including the proposed construction Alternate #1. The motion carried.

Review and Action as Necessary on Contracting Construction Services for the Non-Bond Nursing and Allied Health Campus Resurfacing of Parking Lot 2

Approval to contract construction services for the Non-Bond Nursing and Allied Health Campus Resurfacing of Parking Lot 2 project was requested.

Purpose

The procurement of a contractor would provide for construction services necessary for the resurfacing of Parking Lot 2 at the Nursing and Allied Health Campus.

Justification

The existing parking lot was over fifteen years old and in need of asphalt resurfacing. As part of the deferred maintenance plan, the Facilities Planning and Construction and Facilities Operations and Maintenance departments scheduled the replacement of the asphalt resurfacing.

Background

The college contracted with Perez Consulting Engineers to prepare plans and specifications for the resurfacing of parking lot 2 at the Nursing and Allied Health Campus. The design team at Perez Consulting Engineers worked with college staff in preparing and issuing the necessary plans and specifications for the solicitation of competitive sealed proposals.

Solicitation of competitive sealed proposals for this project began on May 10, 2016. A total of fifteen (15) sets of construction documents were issued to general contractors and sub-contractors, and a total of eight (8) proposals were received on May 26, 2016.

Timeline for Solicitation of Competitive Sealed Proposals	
May 10, 2016	Solicitation of competitive sealed proposals began.
May 26, 2016	Eight (8) proposals were received.

College staff reviewed and evaluated the competitive sealed proposals and recommend Mid Valley Paving, Inc. as the highest ranked in the amount of \$98,367.30. This amount included two alternates that staff recommended for approval:

- 1.) Alternate 1: Additional Parking Lot Paving to repair the northwest drive
- 2.) Alternate 2: 6 foot Concrete Valley Gutter to provide proper drainage

Funding Source

As part of the FY 2015 - 2016 Non-Bond Renewals and Replacements budget, funds in the amount of \$250,000 were budgeted for this project.

Source of Funding	Amount Budgeted	Highest Ranked Proposal Mid Valley Paving, Inc.
Non-Bond Renewals and Replacements	\$250,000	\$98,367.30

Reviewers

The proposals were reviewed by staff from the Facilities Planning & Construction, Operations & Maintenance, and Purchasing departments.

Enclosed Documents

Staff evaluated these proposals and prepared a proposal summary. It was recommended that the top ranked contractor be recommended for Board approval.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized contracting construction services with Mid Valley Paving, Inc. in the amount of \$98,367.30 for the Non-Bond Nursing and Allied Health Campus Resurfacing of Parking Lot 2 project as presented, and which included the proposed construction alternates. The motion carried.

Review and Action as Necessary on Substantial and Final Completion for the Non-Bond Pecan Campus Resurfacing of East Loop Road

Approval of substantial and final completion for the Non-Bond Pecan Campus Resurfacing of East Loop Road project was requested.

Purpose

The purpose was to request approval of substantial and final completion for this project.

Background

Melden and Hunt and college staff visited the site and concluded that there were no punch list items to be noted. As a result of this site visit and observation of the completed work, a Certificate of Substantial Completion for the project was certified on June 1, 2016. Melden and Hunt also recommended that final completion and release of final payment in the amount of \$1,355.38 to Mid Valley Paving, Inc. be approved. The original cost approved for this project was in the amount of \$28,942.40.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$75,000	\$28,942.40	(\$1,834.80)	\$27,107.60	\$25,752.22	\$1,355.38

Enclosed Documents

A Certificate of Substantial Completion and a letter of recommendation for Final Completion from Melden and Hunt were provided.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approve and authorize the substantial completion, final completion, and release of final payment to Mid Valley Paving, Inc. in the amount of \$1,355.38 for the Non-Bond Resurfacing of East Loop Road project as presented. The motion carried.

Review and Action as Necessary on Annual Facility Usage Agreements

Approval of the FY 2016 – 2017 annual facility usage agreements for use by the kinesiology program was requested.

Purpose

Approval of annual facility usage agreements for various locations that host student instruction was requested for FY 2016 – 2017.

Justification

Various locations are needed to accommodate the kinesiology program courses offered at South Texas College. The facilities needed are course specific (ex. golf, swimming, tennis, weight training, etc.)

Background

Below is a list of facilities which were leased on an annual basis and used for various instructional purposes. The facilities would provide for Fitness Walking, Weight Training, Bowling, Golf, Basketball, Volleyball, Swimming, and Tennis courses in the kinesiology program for the fall 2016, spring 2017 and summer 2017. In FY 2015 - 2016 a total of

1,569 students enrolled in kinesiology courses and a Physical Education Special Activity fee of \$55 was charged per student for each course taken. A total of \$86,295 was collected for building use fees during FY 2015 - 2016. The following are facilities that kinesiology courses may be offered

- City of McAllen
 - Boys and Girls Club Othal Brand Center
 - Boys and Girls Club Roney Center
 - Boys and Girls Club Pool
 - Las Palmas Park
 - Los Encinos Park Tennis Courts
 - Municipal Baseball Complex
 - Municipal Pool
 - Palmview Golf Course
 - Parks and Recreation Bicentennial Soccer Field
 - Westside Park
- City of Mission
 - Parks & Recreation North Side Pool
- City of Weslaco
 - City Park Tennis Courts
- Flamingo Bowl (McAllen, TX)
- McAllen ISD – McHi Tennis Courts
- Ultimate Fitness Center (Weslaco, TX)

Funding Source

Funds were budgeted in the proposed FY 2016 - 2017 kinesiology budget.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized the annual facility usage agreements for use by the kinesiology program during the period beginning September 1, 2016 to August 31, 2017, at an estimated total cost of \$37,500 as presented. The motion carried.

Review and Recommend Action on Facility Lease Agreement with the City of Hidalgo

Approval of the facility lease agreement for use by South Texas College for instructional use was requested.

Purpose

Authorization was requested to renew the current facility lease agreement with the City of Hidalgo to continue providing instructional facilities.

Justification

The continuation of these leases was needed to accommodate programs with specific needs for continuing education and criminal justice.

Background

At the April 26, 2016 Board meeting, the Board approved the renewal of the classroom lease agreement for one academic semester with the City of Hidalgo for the use of the Rio Grande Valley Border Security and Technology Training Center. The South Texas College Continuing Education and Criminal Justice staff wished to continue to use this facility.

Staff recommends approval to renew this lease agreement as noted below.

Facility	Renewals in Contract	Renewal Requested	Lease Cost
City of Hidalgo	6 academic semesters	3rd September 1, 2016 to December 31, 2016	\$1,524.37 per month

Funding Source

Funds for these expenditures were budgeted in the proposed facility lease budget for FY 2016 - 2017.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the renewal of the current facility lease agreement with the City of Hidalgo for use of instructional facilities for the period of September 1, 2016 to December 31, 2016 as presented. The motion carried.

Review and Recommend Action on District-Wide Building Names

No action was taken on this item and it was postponed to a later meeting.

Update on Status of Non-Bond Program Construction Projects

The Facilities Planning and Construction staff prepared a design and construction update. This update summarized the status of each capital improvement project currently in progress. Mary Elizondo and Rick de la Garza were present to respond to questions and address any concerns of the Board.

Having completed their review of Facilities Committee items, the Board returned to the posted agenda order, beginning with the items from the Consent Agenda, and deliberated the following items in the order shown below:

Approval of Minutes

The following Board Meeting Minutes were submitted for approval:

1. May 24, 2016 Regular Board Meeting

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and adopted the May 24, 2016 Regular Board Meeting Minutes as written. The motion carried.

Approval and Authorization to Accept Grant Award(s)

Authorization to accept and approve the following grant awards and use of related funds as authorized by each grant was requested:

1. The Texas Workforce Commission, Skills Development Fund (TWC/SDF) Grant from the Texas Workforce Commission in the Amount of \$391,350

Through this training partnership project, STC/IAM would provide high quality customized training service to Lineage Logistics and Wonderful Citrus Packing, LLC. This project would provide training for up to 288 unduplicated trainees. Innovative basic skills training, workforce training, and career pathway programs that promote upward educational and career mobility will be provided. Program services costs would include, but not limited to personnel salaries and wages, fringe benefits, tuition, fees, curriculum development, books, training materials, and consumable supplies. The project period was from July 01, 2016 through June 30, 2017.

This award aligned to Strategic Direction #3, High Success Rate, based on the intended outcomes as they relate to providing comprehensive academic and technical programs that are responsive to regional workforce and employer needs.

2. The Texas Prefreshman Engineering Program (TexPREP) Grant from the University of Texas at San Antonio in the Amount of \$19,880

The TexPREP program provided funding for the seven week summer program held for rising 7th-9th grade students from Weslaco, Hidalgo, PSJA and Roma Independent School Districts. The Engineering Program would host approximately 291 students at the Pecan, MidValley and Starr County campuses focusing on the development of abstract reasoning and problem-solving skills. In addition, the program aimed to improve access and awareness to careers in the STEM fields which included hands-on academia, mentoring and career speakers. The funds would be used for expenditures supporting personnel, classroom supplies, and academic fieldtrips to an institution of higher education. The grant period was from June 1, 2016 to August 31, 2016.

Participating school districts were selected based upon their previous participation in TexPREP programs and relationships with UTSA, the grantor.

This award aligned with Strategic Direction #2, Access and Success by seeking to increase the college-going rate of students across the Rio Grande Valley by providing

middle and high school students with access to our facilities to engage them in attending an institution of higher education.

3. The Capacity Building for Ability to Benefit Grant from the Texas Workforce Commission in the Amount of \$354,000

This program would provide funding South Texas College's Continuing Professional and Workforce Education program to serve 100 participants with high quality instructional services for GED preparation, as well as six credit hours within an eligible certificate or degree program that each participant would choose. The Capacity Building for Ability to Benefit program aligned to a specific provision in federal financial aid regulations that allow students who lack a high school diploma or recognized equivalent to receive federal financial aid if they pass at least six credit hours that are applicable toward a degree or certificate. The funding would be utilized to support tuition, training materials, supplies, industry tours, administrative costs, indirect costs, and other expenses aligned to the purpose and intent of the grant program. The funding period was from July 1, 2016 to December 31, 2018.

This award aligned with Strategic Direction #2, Access and Success, by providing students served by the Continuing Professional and Workforce Education program with instructional services, credit hours, and financial support that will enable students to develop knowledge, skills, and to become better prepared to meet workforce demands.

4. The 2016 Vet Center Initiative Grant Award from the Student Veterans of America & The Home Depot Foundation in the Amount of \$10,000

The 2016 Vet Center Initiative Award would assist the Student Veterans Association Chapter with funds to purchase items at Home Depot to add furniture and equipment at the Student Veterans Center – Pecan Campus, and to purchase furniture to be used to develop a Student Veterans Center at other South Texas College campuses. These items would further expand the capacity of the Student Veterans Center to provide services and resources to veterans on campus. South Texas College would display a plaque provided by the National Student Veterans Association to commemorate the Vet Center Initiative in a prominent location. All funds awarded must be expended no later than December 31, 2016.

This award aligned with Strategic Direction #2, Access and Success, by establishing a comfortable location for veterans to get information and resources, to mentor one another, and to help other fellow veterans to succeed in completing an academic program at South Texas College.

The presented grants would provide up to \$775,230 in additional funding for the College to provide services and opportunities throughout the region.

Upon a motion by Mrs. Graciela Farias and a second by Mr. Jesse Villarreal, the Board of Trustees approved and authorized accepting the following grant awards and use of related funds as authorized by each grant, contingent upon official award as appropriate:

1. The Texas Workforce Commission, Skills Development Fund (TWC/SDF) Grant from the Texas Workforce Commission in the Amount of \$391,350
2. The Texas Prefreshman Engineering Program (TexPREP) Grant from the University of Texas at San Antonio in the Amount of \$19,880
3. The Capacity Building for Ability to Benefit Grant from the Texas Workforce Commission in the Amount of \$354,000
4. The 2016 Vet Center Initiative Grant Award from the Student Veterans of America & The Home Depot Foundation in the Amount of \$10,000
5. Additional Grant(s) Received/Pending Official Award

The motion carried.

Review and Action as Necessary to Delete and Revise Existing Policies as Related to Dual Credit Enrollment at South Texas College

The Board of Trustees was asked to review and approve the following proposed deletion and revisions to existing Board Policies as presented.

It was necessary to revise policies related to South Texas College's programs awarding dual credit to high school students. There were a variety of programs affected, including partnerships with local school districts as well as programs for students independently enrolled in dual credit courses at South Texas College.

One major change as the transition to referring to all such programs as "dual credit" instead of the previously used "dual enrollment." This was necessary to be consistent with language being used by the Texas Higher Education Coordinating Board and other rules and regulations.

Furthermore, the College needed to clearly designate that dual credit programs apply to courses that lead toward a certificate or associate degree, only. This excluded adult basic education and continuing and workforce education non-credit courses.

Approval to delete existing policy:

- Policy #3235: *Tuition/Fee Waiver for Dual Enrollment Students Sponsored by Cooperating School Districts*

Approval to revise existing policies:

- Policy #3230: *Dual Enrollment of High School Students*
- Policy #3232: *Dual Enrollment Student Eligibility Requirements*
- Policy #3234: *Adjusted Tuition Rate and Waiving of all Fees for High School Students Who Independently Enroll in College Courses Offered At STC Campuses and Facilities*

A. Deletion of Policy

a. Policy #3235: *Tuition/Fee Waiver for Dual Enrollment Students Sponsored by Cooperating School Districts*

The deletion of Policy #3235 was proposed as part of an effort to restructure the policies regarding dual credit programs overall. Under this proposal, the contents of current policy #3235 would be revised and incorporated into the revisions to Policy #3230: *Dual Enrollment of High School Students*, as discussed below.

Upon Board approval of the proposed incorporation of the two policies, Policy #3235: *Tuition/Fee Waiver for Dual Enrollment Students Sponsored by Cooperating School Districts* would no longer be necessary.

Policy #3235 was included in the packet, watermarked as “Delete – Original Policy” for the Board’s review and consideration.

B. Revision of Policies

a. Policy #3230: *Dual ~~Enrollment of High School Students~~ Credit Programs with Partnering Districts*

The proposed revisions to Policy #3230 included the title change as shown above, and revisions to describe the partnerships between school districts and the College to provide dual credit opportunities to students sponsored by the respective district. The revised Policy #3230: *Dual Enrollment Programs with Partnering Districts* was proposed for the Board’s consideration, watermarked as “Proposed.”

b. Policy #3232: *Dual ~~Enrollment~~ Credit Student Eligibility Requirements*

The proposed changes to Policy #3232 were necessary to clarify the compliance of the dual credit programs with applicable state and federal regulations. This included clarifying that dual credit programs were limited to college credit courses leading to a certificate or associate degree and establishing the prerequisite requirements for students who participate in dual credit programs.

The proposed changes to Policy #3232 included the title change as shown above.

The proposed revision to Policy #3232: *Dual Credit Student Eligibility Requirements* was included in the packet for the Board’s information and review. The additions to the policy were highlighted in yellow and the deletions were designated with a red strikethrough.

c. Policy #3234: *Adjusted Tuition Rate and ~~Waiving of all Fees~~ for High School Students Who Independently Enroll in College Credit Courses Offered At ~~STC~~ any South Texas College Campuses and Facilityies*

The proposed changes to Policy #3234 included the title change as shown above

The proposed revisions were necessary to clarify the compliance of the dual credit programs with applicable state and federal regulations.

This included clarifying that high school students who independently enroll in dual credit college credit courses will pay tuition at the “independent course tuition rate” and any applicable fees which would be set each year by the Board of Trustees as part of the tuition and fee schedule.

The current independent course tuition rate for *in-district* dual credit students was \$50.00 per credit hour and applicable fees would not be waived.

The current independent course tuition rate for *out-of-district* and *out-of-state / international* dual credit students was \$78.00 per credit hour and applicable fees would not be waived.

Furthermore, the revisions to Policy #3234 clarified that the adjusted independent course tuition rate and any applicable fees applied to students independently enrolled in college credit courses leading to a certificate or associate degree.

Finally, the revisions to Policy #3234 would clarify the governing rules and regulations to include the Texas Higher Education Coordinating Board specifically, in addition to other state and federal regulations that may apply generally.

The proposed revision to Policy #3234: *Adjusted Tuition Rate and Waiving of all Fees for High School Students Who Independently Enroll in College Courses Offered At STC Campuses and Facilities* was included in the packet for the Board’s information and review. The change in title and additions to the policy were highlighted in yellow and the deletions were designated with a red strikethrough.

The new and revised policies were reviewed by staff, the President’s Cabinet, President’s Administrative Staff, and Planning and Development Council (PDC) staff.

The Education and Workforce Development Committee recommended Board approval of the proposed deletion and revisions as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the following:

Deletion:

- Policy #3235: *Tuition/Fee Waiver for Dual Enrollment Students Sponsored by Cooperating School Districts*; and

Revisions:

- Policy #3230: *Dual ~~Enrollment of High School Students~~ Credit Programs with Partnering Districts*;
- Policy #3232: *Dual Enrollment Credit Student Eligibility Requirements*
- Policy #3234: *Adjusted Tuition Rate and ~~Waiving of all~~ Fees for High School Students Who Independently Enroll in College Credit Courses Offered At ~~STC any South Texas College~~ Campuses and Facilities*

The proposed deletion of and revisions to existing policies as presented, including title changes, and which superseded any previously adopted Board policy. The motion carried.

Review and Action as Necessary to Approve Proposed Revisions to 2016 - 2017 Academic Calendar

Approval of the proposed revisions to the 2016 - 2017 Academic Calendar was requested.

The 2016 - 2017 Academic Calendar was presented to the Board for approval on June 23, 2015. The Academic Calendar Steering Committee proposed a revision to the calendar, as follows:

- Changes to the Spring 2016 graduation dates, from May 12 and 13 (Friday – Saturday) to May 13 and 14 (Saturday – Sunday).

The change was required due to a scheduling conflict at the State Farm Arena.

The revised 2016 - 2017 Academic Calendar was provided in the packet, with the proposed changes highlighted in yellow.

The Board was asked to approve the proposed revisions to the 2016 - 2017 Academic Calendar as presented.

The Education and Workforce Development Committee was expected to discuss this item at a special Committee Meeting on Tuesday, June 28, 2016 at 3:00 p.m. and to recommend Board action as appropriate.

Upon a motion by Mrs. Graciela Farias and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized the proposed revisions to the 2016 - 2017 Academic Calendar as presented. The motion carried.

Review and Action as Necessary to Approve Academic Calendar for Academic Year 2017 - 2018

Approval of the 2017-2018 Academic Calendar was requested.

The Academic Calendar Steering Committee, which included membership from each area of the College, has developed the FY 2017 - 2018 Academic Calendar. The calendar was developed to be compatible with local area school district calendars and other higher education institutions in Texas. The calendar was presented to STC faculty and staff for review, feedback, and input during the months of March and April. Input received from staff and faculty was incorporated into the proposed calendar.

The proposed calendar was unanimously approved by the Academic Calendar Steering Committee and was reviewed and approved by the President's Cabinet, Administrative Staff, and Planning and Development Council.

The proposed calendar was provided in the packet for the Board's review and consideration.

The Education and Workforce Development Committee recommended Board approval as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approve and authorize the proposed 2017 - 2018 Academic Calendar as presented.

Review of Presentation to the Education and Workforce Development Committee:

Review and Discussion of Concerns Raised by ADN Program Students in Advanced Concepts of Adult Health (RNSG 2331)

Mrs. Graciela Farias reviewed the following presentation to the Education and Workforce Development Committee.

During the Spring 2016 semester, several concerns were brought to administration by students in the Advanced Concepts of Adult Health (RNSG 2331) course. This course is the end-of-program course for the Associate Degree Nursing Program (ADN) and is the most critical and challenging of the entire program. The course requires students to apply all concepts, theory, and content from all courses in the preceding semesters of the program.

Students had become very active on social media both criticizing and supporting the nursing faculty and academic rigor of the course. A delegation of twelve students signed up for Public Comments at the April 26, 2016 Regular Board Meeting, and two ADN Program students spoke on behalf of the delegation. The delegation claimed to represent some of the 80 students from the ADN Program Level 4 students who did not pass RNSG 2331 in Spring 2016.

May 10, 2016 Education and Workforce Development Committee Meeting

On May 10, 2016 Mr. Jayson Valerio, Interim Dean for Nursing and Allied Health, presented a preliminary outline of recent changes to the NCLEX-RN test, required by the Texas Board of Nursing (TBON) for all Texas ADN Program graduates who wish to achieve licensure as a registered nurse in the State of Texas.

Changes to the NCLEX-RN

Due to recent changes to the NCLEX-RN test, required by the Texas Board of Nursing for licensure as a Registered Nurse, the ADN Program adopted new testing formats to increase the number of non-multiple choice questions on the unit and final exams. This was done in response to feedback from previous graduates who recommended additional practice on such questions in preparation for the licensure exam. The recommendation was adopted by a committee comprised of program faculty and student representatives.

Dr. Valerio also discussed the implementation of new standards on the ADN Program, and specifically the implementation of more rigorous testing requirements in RNSH 2331, as the final course of the program.

Changes to Course (RNSG 2331) in Response to NCLEX-RN Changes

On the first day of instruction for RNSG 2331 a course orientation was held, and students were given an outline of the course requirements, including the increased number of non-multiple choice questions to be implemented in exams during that course. While such questions were included in previous courses, in RNSG 2331, they would account for 25% of all questions on exams.

To assist students with the change, additional support strategies were incorporated into the course for Spring 2016:

- Prep U NCLEX-RN was incorporated; this is software designed to help prepare students for the questions on the NCLEX-RN, including non-multiple choice format questions.
- Faculty focused on strategies to critically interpret and correctly answer non-multiple choice format questions.
- The Center for Learning Excellence (CLE) at the Nursing & Allied Health Campus provided workshops related to testing strategies for the NCLEX-RN.

During the Spring 2016 semester, several interventions were developed and implemented for students. These interventions included:

- On February 29, 2016, the ADN Program Chair held a meeting in which she presented on strategies for course success to all Level IV students.
- On March 30, 2016, administrators from Student Affairs & Enrollment Management, Academic Affairs, and the Office of Human Resources held a meeting open to all students enrolled in RNSG 2331 to review and address the concerns of students.
- On March 31, 2016, the Program and Division implemented a new series of interventions to assist students with Unit Test 5 and the Final Exam:
 - Supplemental review via Blackboard for Unit 5 Test and Final Exam
 - Test guide for Unit 5 Test and the Final Exam that identified concepts for study
 - Faculty peer review of Unit 5 Test and Final Exam for level of difficulty
 - Provided supplemental review for test and final
 - Counseling was provided to students and faculty

Administration also reported to the Committee that several processes were under way to investigate and respond to the concerns voiced by students, as well as to determine any other factors that may have led to low student success rates. Reporting on these processes would be brought to the Education and Workforce Committee upon completion, and this was scheduled for June 28, 2016.

June 28, 2016 Education and Workforce Development Committee Meeting

On June 28, 2016, Dr. Shirley Reed, Dr. Anahid Petrosian, and Dr. Jayson Valerio were scheduled to present the results of the reviews and investigations to the Education and Workforce Development Committee.

- Review Committee Report: *ADN Level IV Students Complaints*
- Recommendation Regarding Committee Report: RNSG 2331 Course Complaints
- ADN Program Qualitative Study Report Based on Focus Group Discussions
- Report of Students' Complaints against ADN Instructors

Additionally, administration coordinated a review of the procedures and findings by the College Legal Counsel, Jose Guerrero, and Mr. Guerrero presented a letter stating his opinion that there were no "...plausible claims of sex, race, or other protected class discrimination, or other violations of law." His letter was included in the Committee packet.

While the specific complaints alleged by students were found to be without merit, the students did have the option to file a grade appeal for their course grade in RNSG 2331, and students who failed were provided the opportunity for review by Admissions & Progression Committees at the Program or Division level, depending on whether this was their first failed course (Group 1) or if they had previously failed a course (Group 2).

Dr. Petrosian also developed a series of Continuous Improvement Strategies that were already being piloted with the Summer 2016 cohorts, and were scheduled for official implementation for the Fall 2016 semester. These strategies were described in the packet, and included:

- Improved Communication of Course Requirements and Expectations
- Improved Logistics of Course Structure
- Development of Test Blue Print
- Development of Critical Thinking Skills (Active Learning Strategies)
- Early Assessment of Student Strengths and Weaknesses
- Cohort Faculty Review Committee

This presentation was for the Board's information and feedback to staff, and no action was taken.

Consideration and Approval of Checks and Financial Reports

Board action was requested to approve the checks for release and the financial reports for the month of May 2016. The approval was for checks submitted for release in the amount greater than \$125,000.00 and checks in the amount greater than \$25,000.00 that were released as authorized by Board Policy No. 5610.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, provided a review of the Financial Report for the month of **May 2016**, and responded to questions posed by the Board.

The checks and the financial reports submitted for approval are included in the Board packet under separate cover.

Upon a motion by Mrs. Graciela Farias and a second by Mr. Jesse Villarreal, the Board of Trustees approved the submitted checks for release in an amount over \$125,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of May 2016. The motion carried.

Chair Appointment of Board Committee Chairs and Committee Members

Policy # 1110: *Board Committees* designates the three (3) committees of the Board:

- Education and Workforce Innovation
- Finance and Human Resources
- Facilities

The Chair may, from time to time as deemed necessary, create committees to advise the Board and facilitate the efficient operation of the Board. Their membership is established by action of the Chair. A committee that includes one or more Trustees is subject to the Open Meetings Act when it meets to discuss public business or policy. *Atty. Gen. Op. No. JM-1072 (1989)*.

A list of the current Committee members and appointed Chairs was included for the Chair's information. The membership and appointment of Committee Chairs was established by action of the Board Chair.

Dr. Alejo Salinas, Jr., Board Chair, announced the following Committee Chair and Membership appointments:

Education and Workforce Development

Chair: Mrs. Graciela Farias

Members: Dr. Alejo Salinas, Jr., Mr. Jesse Villarreal, and Mr. Gary Gurwitz

Facilities

Chair: Mr. Gary Gurwitz

Members: All Trustees

Finance and Human Resources

Chair: Mr. Paul R. Rodriguez

Members: Ms. Rose Benavidez and Mr. Roy de León

**Discussion and Action as Necessary to Appoint Designated
Investment Officer for the Board of Trustees**

Mr. Roy de León served as the designated Investment Officer for the Board of Trustees. He expressed the belief that it is in the best interest of the Board of Trustees that this responsibility be shared amongst the Trustees. As such, he asked the Board to consider taking action to designate a new Investment Officer.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Board designated Mr. Paul R. Rodriguez as the new Investment Officer for the Board of Trustees. The motion carried.

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 7:37 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultations with Attorney
 1. Update and Action as Necessary Regarding Acquisition of a Property Adjacent to the Mid Valley Campus
 2. Update and Action as Necessary Regarding Cause No. CL-13-0729-F; Jose Luis Salazar vs. South Texas College
 3. Update and Action as Necessary Regarding Cause No. C-8798-14-G; Randy Jarvis vs. South Texas College

Open Session:

The South Texas College Board of Trustees returned to Open Session at 8:01 p.m. No action was taken in Executive Session.

**Update and Action as Necessary Regarding Acquisition of a Property
Adjacent to the Mid Valley Campus**

The College has been contacted regarding the possibility of acquiring real property adjacent to the Mid Valley Campus.

Upon a motion by Mrs. Graciela Farias and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized Dr. Shirley A. Reed, as

College President, to move forward with negotiations for the acquisition of a property adjacent to the Mid Valley Campus. The motion carried.

Update and Action as Necessary Regarding Cause No. CL-13-0729-F; Jose Luis Salazar vs. South Texas College

Legal action was taken against the College by Jose Luis Salazar. The lawsuit was submitted to the College's insurance carrier, TASB. TASB assigned Edward Garza from Esparza & Garza, L.L.P to handle the case.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized the settlement for Cause No. CL-13-0729-F; Jose Luis Salazar vs. South Texas College as proposed. The motion carried.

Update and Action as Necessary Regarding Cause No. C-8798-14-G; Randy Jarvis vs. South Texas College

Legal action was taken against the College by Randy Jarvis. The lawsuit was submitted to the College's insurance carrier, TASB. TASB assigned Edward Garza from Esparza & Garza, L.L.P to handle the case.

No action was taken.

Announcements

A. Next Meetings:

- Tuesday, July 12, 2016
 - 4:00 p.m. – Facilities Committee
 - 5:30 p.m. – Finance & HR Committee

- Tuesday, July 26, 2016
 - 4:00 p.m. – Education and Workforce Development Committee
 - 5:30 p.m. – Regular Meeting of the Board of Trustees

B. Other Announcements:

- The College will be closed Monday, July 4th, 2016 in observance of Independence Day.

Adjournment:

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 8:05 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, June 28, 2016 Regular Board Meeting of the South Texas College Board of Trustees.

Mr. Jesse Villarreal
Secretary

Approval and Authorization to Accept Grant Award(s)

Authorization to accept and approve the following grant awards and use of related funds as authorized by each grant is requested:

1. The Texas Pathways Project Grant from the Texas Success Center, Texas Association of Community Colleges with funding from the Greater Texas Foundation, Houston Endowment, the Kresge Foundation, Meadows and TG in the amount of Approximately \$131,026

Under this grant, South Texas College will participate as one of the 12 colleges selected as a Cadre 1 member in the Texas Pathways Project. The 12 colleges selected were identified as colleges that demonstrate serious commitment to, and greatest capacity for transformational work to design and implement structured academic and career pathways at scale, as well as strong partnerships with public schools and 4-year institutions.

The Texas Pathways Project is geared toward transforming the way students transition from public education into community colleges on their way to certification or transfer into 4-year institutions leading toward meaningful careers. As a college selected for participation, South Texas College will advance its current efforts and will be directly involved in developing a model for scaling pathways for other Texas community colleges.

This project of the Texas Success Center is designed to dramatically contribute to the state's strategic plan of increasing credentialed young Texans to 60% by 2030. Participation as a Cadre 1 college is schedule to commence November 2016 and end in the spring of 2019.

This award aligns with Strategic Direction #1, Clear Pathways by developing a model for structured academic and career pathways from public k-12 to college to 4-year institutions leading toward meaningful careers. This award also aligns to Strategic Direction #5 Collaboration by engaging faculty and staff across the institution, as well as partnerships with public schools and 4-year institutions to advance academic and career pathways and create a collective impact toward student success.

2. The McAllen Grant Program Award from the McAllen Arts Council in the amount of \$500

This grant award from the McAllen Arts Council will provide funds the South Texas College Music Department's Valley Honor Band program. The purpose of the Valley Honor Band is to provide high achieving McAllen area band students the opportunity to perform in a fun and challenging environment while experiencing the rigor and quality of instruction expected at the collegiate level.

Over the course of a weekend, about forty students, selected by audition and teacher recommendation, will participate in rehearsals and master classes where they will work closely with South Texas College music faculty. Participants will also have the opportunity to speak with current South Texas College students and faculty to find out

more about life as a college music major and career opportunities in the music field. The grant will be used to purchase sheet music for the inaugural Honor Band, taking place April 21-23, 2017.

This award aligns with Strategic Direction #2, Access and Success by seeking to increase the college-going rate of students across the Rio Grande Valley by providing middle and high school students with access to our facilities to engage them in attending an institution of higher education.

3. The Kenedy Memorial Foundation Initiative Grant Award from the Kenedy Memorial Foundation in the amount of \$15,000

This grant award provides annual tuition/enrollment assistance for financially needy students. In accordance with the specified purpose and use of funds awarded to STC, funds will be used to disburse scholarships for students to complete an Associate of Applied Science degree in a technical field. The funding period is for the 2016-2017 academic year, and grant funds are to be fully expended by May 2017.

This award aligns with Strategic Direction #2, Access and Success by providing tuition/enrollment assistance to students with financial need that facilitates completion of Associates of Applied Science Degree programs in technical fields.

4. Additional Grant(s) Received/Pending Official Award

The presented grants would provide up to \$146,526 in additional funding for the College to provide services and opportunities throughout the region.

Recommendation:

It is recommended the Board of Trustees approve and authorize accepting the following grant awards and use of related funds as authorized by each grant, contingent upon official award as appropriate:

1. The Texas Pathways Project Grant from the Texas Success Center, Texas Association of Community Colleges with funding from the Greater Texas Foundation, Houston Endowment, the Kresge Foundation, Meadows and TG in the amount of Approximately \$131,026
2. The McAllen Grant Program Award from the McAllen Arts Council in the amount of \$500
3. The Kenedy Memorial Foundation Initiative Grant Award from the Kenedy Memorial Foundation in the amount of \$15,000
4. Additional Grant(s) Received/Pending Official Award

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College approves and authorizes accepting the following grant awards and using related funds as authorized by each grant, contingent upon official award as appropriate:

1. The Texas Pathways Project Grant from the Texas Success Center, Texas Association of Community Colleges with funding from the Greater Texas Foundation, Houston Endowment, the Kresge Foundation, Meadows and TG in the amount of Approximately \$131,026
2. The McAllen Grant Program Award from the McAllen Arts Council in the amount of \$500
3. The Kenedy Memorial Foundation Initiative Grant Award from the Kenedy Memorial Foundation in the amount of \$15,000
4. Additional Grant(s) Received/Pending Official Award

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

Approval and Adoption of the Board of Trustees and Board Committee Meeting Schedule for FY 2016 – 2017

The Board of Trustees for South Texas College is asked to approve and adopt the following schedule of Board and Board Committee meetings for the period from September 2016 through September 2017.

The proposed meeting schedule for the Board of Trustees is as follows:

<u>Weekday</u>	<u>Date</u>	<u>Meeting Time</u>
Tuesday	September 27, 2016	5:30 p.m.
Tuesday	October 25, 2016	5:30 p.m.
Tuesday	November 22, 2016	5:30 p.m.
Tuesday	December 13, 2016	5:30 p.m.
Tuesday	January 31, 2017	5:30 p.m.
Tuesday	February 28, 2017	5:30 p.m.
Tuesday	March 28, 2017	5:30 p.m.
Tuesday	April 25, 2017	5:30 p.m.
Tuesday	May 23, 2017	5:30 p.m.
Tuesday	June 27, 2017	5:30 p.m.
Tuesday	July 24, 2017	5:30 p.m.
Tuesday	August 22, 2017	5:30 p.m.
Tuesday	September 26, 2017	5:30 p.m.

A full calendar view of the proposed Committee and Board meeting schedule follows in the packet for the Board's information.

There may be some variation during the scheduled period, to accommodate agenda items for scheduled meetings as necessary. This schedule was reviewed by each Committee during their July 12, 2016 meetings.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the Board and Board Committee meeting schedule for FY 2016 - 2017 as presented.

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College approves and adopts the Board and Board Committee meeting schedule for FY 2016 - 2017 as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President



Board Meeting Committee Meeting Calendar FY 2016 - 2017

September 2016						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016						
S	M	T	W	TH	F	S
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June 2017						
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July 2017						
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August 2017						
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September 2017						
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- Regular Board Meeting
- Graduation Ceremonies
- Holiday/Professional Dev. Day, College Closed

- Committee Meetings -
 - Education & Workforce Development
 - Facilities
 - Finance, Audit, & Human Resources

- * Education & Workforce Development Committee: 2nd Tuesday of the month, 3:00 p.m.
- * Facilities Committee: 2nd Tuesday of the month, 4:00 p.m.
- * Finance, Audit, & Human Resources Committee: 2nd Tuesday of the month, 5:30 p.m.
- * Board Meetings: 4th Tuesday of the month, 5:30 p.m.

Board Approved: Pending

Revised: 7/8/2016

***Review and Action as Necessary on Proposed Revisions of Policy
#1110: Board Committees***

Approval of the proposed revisions of Policy #1110: *Board Committees* is requested.

Request for the revision to the policy is necessary for the following reasons:

- To change the name of the Finance & Human Resources Committee, to the Finance, Audit, & Human Resources Committee.
- To update the responsibility roles already held by the Finance & Human Resources Committee.
- To update the responsibility roles already held by the Facilities Committee.

There were no recommended updates to the role of the Education and Workforce Development Committee.

The revised policy follows in the packet for the Board's information and review. The additions to the policy are highlighted in yellow and the deletions are designated with a red strikeout.

The Education and Workforce Development Committee reviewed the proposed revisions to Policy #1110: *Board Committees* and had no changes to recommend, though no formal action was taken.

The Facilities Committee and the Finance and Human Resources committee reviewed the proposed revisions to Policy #1110: *Board Committees* and recommended Board approval as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions of Policy #1110: *Board Committees* as presented and which supersedes any previously adopted Board policy.

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College approves and authorizes the proposed revisions of Policy #1110: *Board Committees* as presented and which supersedes any previously adopted Board policy.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

MANUAL OF POLICY

Title	Board Committees	1110
Legal Authority	Approval by the Board of Trustees	Page 1 of 2
Date Approved by Board	Board Minute Order Dated July 27, 1995 As Amended by Board Minute Order Dated June 24, 2004 As Amended by Board Minute Order Dated September 15, 2004 As Amended by Board Minutes Order Dated December 11, 2012 As Amended by Board Minutes Order Dated July 29, 2014 <i>As Amended by Board Minutes Order Dated July 26, 2016</i>	

The Chair may, from time to time as the Chair deems necessary, create committees to advise the Board and facilitate the efficient operation of the Board. Their membership is to be established by action of the Chair. A committee that includes one or more Trustees is subject to the Open Meetings Act when it meets to discuss public business or policy. The following committees are designated by the Board:

1. Education and Workforce Development - This Committee supports the Board in its obligation to provide oversight for the academic, workforce training, and economic development programs of the College. The Committee's specific roles shall include reviewing and recommending action as necessary to the Board regarding:

- New academic and workforce programs for submittal to the Texas Higher Education Coordinating Board;
- Development of technical training programs to offer competitive, quality training to help promote the regions value to the global economy;
- Development of policies in the areas of academic affairs, student services, admissions requirements, academic advising, counseling, and instruction support services;
- Curricular and teaching innovation and the use of technology for program development and other educational initiatives;
- Quality and effectiveness of all instructional programs and monitoring their continued improvement;
- Inter-institutional cooperation with four-year institutions, public school districts, and workforce partners;
- Development of economic development opportunities to expand the College's capacity and impact on regional economic prosperity;

2. Finance, *Audit*, and Human Resources - This Committee supports the Board in its fiduciary responsibilities and in overseeing the investment and expenditure of public and grant funds to support the mission of the College. The Committee's specific roles shall include reviewing and recommending action as necessary to the Board regarding:

- Budgetary and fiscal matters of the College within the applicable state laws and rules and regulations of the Texas Higher Education Coordinating Board;
- Annual budget, staffing plan, and salary pay plan documents, including all substantive changes to those documents from preceding fiscal years;
- Establishment of tuition and fee requirements;
- Award of contracts, grants, and bids for the College;
- Activities relating to foundations, grants, and endowments in perpetuity;
- Financial condition and stability of the College;
- Development of personnel policies and procedures as necessary regarding employee compensation and benefits, adherence to equal employment opportunity regulations and, grievance and due process regulation.

MANUAL OF POLICY

Title	Board Committees	1110
Legal Authority	Approval by the Board of Trustees	Page 2 of 2
Date Approved by Board	Board Minute Order Dated July 27, 1995 As Amended by Board Minute Order Dated June 24, 2004 As Amended by Board Minute Order Dated September 15, 2004 As Amended by Board Minutes Order Dated December 11, 2012 As Amended by Board Minutes Order Dated July 29, 2014 <i>As Amended by Board Minutes Order Dated July 26, 2016</i>	

- *Selection of the independent external auditor of the annual financial statements of the College, and the external auditor process and reports;*
- *System of internal controls and the internal audit process and reports.*

3. Facilities - This Committee supports the Board in its oversight of facilities expansion and maintenance and advises the Board on matters related to design, construction, and occupancy of the College's facilities. The Committee's specific roles shall include reviewing and recommending action as necessary to the Board regarding:

- Current and long-term facilities needs of the College at all campuses and developing plans to meet projected needs;
- Development of the facilities master plan for the College;
- Capital improvement projects for the College;
- Development and adherence to facilities design guidelines and standards for projects district-wide; ~~and~~
- Selection of design professionals, engineering, and construction services firms;
- *Priorities for the renovation of existing space or addition of new space;*
- *Acquisition of real property;*
- *Naming of College buildings and other facilities; and*
- *Project status against contractual arrangements.*

Additional Committees

Additional committees may be created by the Chair as necessary or desirable. All committees shall consist of a minimum of 3 Trustees.

Quorum

A quorum for action by any committee shall be a majority of the committee. Upon failure of a quorum at a duly called committee meeting, those committee members present may deliberate and upon such deliberation make recommendations to the Board.

Review and Action as Necessary on Proposed Revision to Policy #3232: *Dual Credit Student Eligibility Requirements*

The Board is asked to approve the proposed revisions to existing Board Policy #3232: *Dual Credit Student Eligibility Requirements* and to recommend Board approval for action as necessary at the July 26, 2016 Regular Board Meeting.

The Board approved revisions to this same policy at the June 28, 2016 Regular Board Meeting. In pursuant discussions regarding the changes with partnered school districts and upon feedback from administration, it was recommended that additional language be included in the dual credit student eligibility requirements to stipulate that:

9th Grade

- Students may not not enroll in college level courses until the spring semester of their 9th grade, and
- are limited to no more than two courses, from an approved list of recommended courses, for that semester.

10th Grade

- Students will be limited to two dual credit courses per semester.

11th and 12th Grade

- Students should not exceed 16 credits hours per semester.

The proposed revision is included in the packet, with additional text highlighted in yellow and italicized.

The proposed revision has been reviewed by staff, the President's Cabinet, President's Administrative Staff, and Planning and Development Council (PDC) staff.

The Education and Workforce Development Committee recommended Board approval of the proposed revision to Policy #3232: *Dual Credit Student Eligibility Requirements* as proposed and which supersedes any previously adopted Board policy.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revision to Policy #3232: *Dual Credit Student Eligibility Requirements* as proposed and which supersedes any previously adopted Board policy.

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College approves and authorizes the proposed revision to Policy #3232: *Dual Credit Student Eligibility Requirements* as proposed and which supersedes any previously adopted Board policy.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

MANUAL OF POLICY

Title	Dual Credit Student Eligibility Requirements	3232
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order Dated January 21, 1999 As Amended by Board Minute Order dated August 19, 2004 As Amended by Board Minute Order dated July 28, 2005 As Amended by Board Minute Order dated June 28, 2016 <i>As Amended by Board Minute Order dated July 26, 2016</i>	

High school students who may benefit from taking college-level courses to satisfy high school graduation requirements or who wish to begin their post-secondary education prior to graduation from secondary school are eligible to participate in the College's dual credit program.

College-level courses are limited to those leading to a certificate or associate degree. Courses offered for dual credit are limited to academic courses in the current edition of the Lower Division Academic Course Guide Manual and college-level workforce education courses in the current edition of the Workforce Education Course Manual as outlined in Texas Higher Education Coordinating Board Rule Title 19, Part I, Chapter 4, Subchapter D, Rule 4.85.

Students who participate in the program must meet the Texas Success Initiative (TSI) college readiness standards as established by the Texas Higher Education Coordinating Board and the College, or meet the applicable student eligibility criteria outlined in Texas Higher Education Coordinating Board Rule Title 19, Part I, Chapter 4, Subchapter D, Rule 4.85. Students must meet the College's regular prerequisite requirements for the courses in which they enroll.

Dual credit students may not enroll in college level courses until the spring semester of their 9th grade, and then limited to no more than two (2) courses for that semester from an approved list of recommended courses. All 10th grade students will be limited to only two (2) dual credit courses per semester, and 11th and 12th grade students should not exceed 16 credit hours per semester.

The dual credit program is subject to all rules and regulations of the Texas Higher Education Coordinating Board, other state and federal regulations, and College policies and procedures as applicable.

Review of Presentation to the Education and Workforce Development Committee

Presentation on Texas Higher Education Coordinating Board Almanac Data on South Texas College Student Performance Data from 2011 – 2015

Mr. Serkan Celtek, Director of Research and Analytical Services, presented data from the Texas Higher Education Coordination Board (THECB) *Almanac of Higher Education* related to student performance data at South Texas College.

This data provided a five-year review of basic student performance data as collected by the THECB. The committee packet included excerpts from the 2016 *Texas public Higher Education Almanac*, including the entry for South Texas College and the comparison of statewide two-year public institutions.

The information below summarizes findings from this data:

Time and Hours Earned to Complete a Degree

For the FY2015 graduates, students earned an average of 84 hours (excluding dual enrollment and developmental education) and took over 4.1 years to complete their associate degree.

Graduation Rates

The THECB analyzed the cohorts reported in the almanac to determine:

Three Year Graduation Rate (Fall 2012 First-Time-in-College): 17.8%

- 14.9% for students who started in development education
- 27.3% for students who started college-ready

Four Year Graduation Rate (Fall 2011 First-Time-in-College): 25.0%

Six Year Graduation Rate (Fall 2009 First-Time-in-College): 32.9%

Dual Enrollment

In Fall 2015, 44.0% of South Texas College students were enrolled in dual credit courses.

Students who enrolled with prior dual credits, entering the College as First-Time-in-College students in Fall 2010, had a one-year persistence rate of 82.1%.

Of those students:

- 21.5% earned a baccalaureate degree in four years or fewer
- 23.9% earned a baccalaureate or associate degree in four years or fewer

Transfer Rate (within six years)

Of the 4,190 students who were First-Time-in-College and degree-seeking in Fall 2009 but did not graduate, 21.3% (893) of them transferred within six years to a four-year institution within the state of Texas.

College Readiness

The following statistics were available for First-Time-in-College students in Fall 2011 who were not college ready in at least one subject:

Subject	# of Fall 2010 FTIC Students not College Ready	TSI Completion/ College Readiness within Two Years	Completion of College Level Course within Three Years
Math	2,176	27.6%	15.9%
Reading	1,814	39.7%	26.7%
Writing	2,072	31.3%	27.9%

This review of a presentation is for the Board's information and feedback to staff, and no action is requested.

Discussion and Action as Necessary on Hidalgo County Tax Resale Properties and Resolution Authorizing Tax Resale

Approval of the Hidalgo County Tax Resale Properties and the Resolution Authorizing the Tax Resale is requested.

Purpose – The law offices of Linebarger Goggan Blair & Sampson, LLP is requesting consideration and possible action on the tax resale of seventy-six (76) properties.

Justification – The Texas Property Tax Code requires approval from all taxing entities for the resale of a property for an amount that is less than the appraised value on a resale auction.

Background - On June 7, 2016 Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction at the Hidalgo County Clerk Records Management Facility for struck off properties located within Hidalgo County. The tax resale auction was published in The Monitor and several other newspapers throughout Hidalgo County.

Linebarger Goggan Blair & Sampson, LLP submitted the analysis of the bids received for the Board of Trustees' consideration. The total amount the College will receive is \$28,056.54.

Enclosed Documents - The Resolution Authorizing the Tax Resale follows in the packet for the Board's review. A listing of the bids, the legal description for each property, as well as the amount of the bid, the South Texas College amount, and the Analysis of Bids Received are included under separate cover for your information and review.

A representative from Linebarger Goggan Blair & Sampson, LLP will be present at the meeting to address any questions by the Board.

The Finance and Human Resources Committee recommended Board approval of the Hidalgo County Tax Resale Bids and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Hidalgo County Tax Resale Bids and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented.

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College approves and authorizes the Hidalgo County Tax Resale Bids and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

SOUTH TEXAS COLLEGE

RESOLUTION NO. _____

On the 26th day of July 2016, at the regularly scheduled meeting of the South Texas College Board of Trustees, a motion was duly made and seconded to resell the properties described on the attached list, which were acquired by the District through previous tax foreclosure proceedings. The properties were sold in accordance with Texas Tax Code Ann. §34.05.

Discussion was then conducted, and upon completion of the same the Board Chair for South Texas College called for a vote on the motion, and the same was passed by majority. Now therefore:

BE IT RESOLVED that the Board of Trustees of South Texas College approved the bids received on the properties described on the attached list and authorizes the Board Chair for South Texas College to execute the tax resale deeds conveying the approved properties.

SIGNED on this 26th day of July, 2016.

Dr. Alejo Salinas, Jr.
Board Chair

ATTEST:

Jesse Villarreal
Secretary

Review and Action as Necessary on Property(including Flood)/Inland Marine, Boiler & Machinery, Crime, General Liability & Data Breach and Privacy Liability, School Leaders E&O, Automobile, Workers Compensation, and International Coverage Insurance

Approval to award the proposal for Property (including Flood)/Inland Marine, Boiler & Machinery, Crime, General Liability & Data Breach and Privacy Liability, School Leaders E&O, Automobile, Workers Compensation, and International Insurance for the period beginning September 1, 2016 through August 31, 2017 at a total cost of **\$750,502** is requested.

Purpose - The basic purpose of insurance is to anticipate catastrophic losses that could financially impair South Texas College. Insurance allows the College to minimize risk of loss from circumstances beyond its control.

Justification - Every year, prior to year end, the College requests proposals for an insurance program that provides the broadest coverage at the most competitive price available in accord with approved or acceptable insurance practice in the State of Texas.

Background - The request for proposals was advertised and issued to six (6) vendors. Three (3) responses were received.

- **Property Insurance / Flood Insurance**

⇒ Request award of Property Insurance coverage to Hartford Fire Insurance Company (Montalvo Insurance Agency) at a total cost of **\$477,528**. The policy offers a 2% Wind/Hail Deductible applied separately to each location and property type that sustains loss (building and/or business personal property) and a \$100,000 deductible for all other perils. The Deductible for any wind and hail event for the entire schedule is estimated at \$6.4 million on building and contents. Property values were updated with current construction costs per square foot.

⇒ Flood insurance is included with the property insurance with a deductible of \$50,000 or \$500,000 per occurrence.

- **Crime Insurance**

⇒ Request award of Crime Insurance coverage to The Hartford Fire Insurance Company (Montalvo Insurance Agency) at a cost of **\$8,562**.

- **General Liability & Data Breach and Privacy Liability, School Leaders E&O, and Automobile Insurance**

⇒ Per legal counsel, the College's exposure is shown in the table below:

	Liability Exposure
State	Sovereign immunity except for injuries arising out of operation of motor vehicles. Limits: \$100,000/\$300,000.
Federal	Claims arising under US Constitution and federal statutes (covered under trustee coverage) No limits.

⇒ Per legal counsel, under state law, the College is immune from liability except for injuries arising from a motor vehicle accident (\$100,000 per person / \$300,000 per accident). Under Federal Law, the College has exposure under Section 1983 Clauses of Action (Civil Rights Statute); there is theoretically no limit of liability. Legal counsel advises that though there is no ceiling under civil rights cases, the Board may, based on history, develop a risk policy. Given the College's comprehensive practices and procedures to avoid liability and the experience of the College with these cases, the primary purpose is first to ensure the College has competent legal defense and coverage is within limits. Based on the College's claim history, a \$250,000 limits policy would be reasonable and sufficient coverage. Mr. Raul Cabaza, III, Risk Management Consultant, has indicated that \$1,000,000 is the minimum General Liability Limit offered by Texas Association of School Boards (TASB). This being the case, a \$1,000,000 policy is reasonable.

⇒ General Liability Insurance and School Board Legal Liability Insurance to Texas Association of School Boards (TASB) at a cost of **\$66,057**. The policy offers a \$1,000,000 limit for General Liability including the School Board Legal Liability with a \$25,000 deductible per claim for School Board Legal and no deductible for general liability.

⇒ Automobile Insurance to Texas Association of School Boards (TASB) at a cost of **\$14,074**. The policy offers a \$1,000 deductible for liability and physical damage. With TASB coverage, employees should purchase physical damage coverage when leasing a vehicle.

- **Workers Compensation Insurance**

⇒ Workers Compensation Insurance to Texas Political Subdivisions (Montalvo Insurance Agency) at a total cost of **\$176,080**; includes Volunteers.

- **International Insurance**

⇒ Due to the coverage limitations for employees traveling outside the United States under the Automobile and Workers Compensation policies, it is recommended that the College purchase an International Insurance policy. This coverage has not been purchased in the past.

⇒ International Insurance to Ace American Insurance (Montalvo Insurance Agency) at a total cost of **\$8,201**.

The total recommended award to Montalvo Insurance Agency is **\$670,371**. The total recommended award to Texas Association of School Boards (TASB) is **\$80,131**.

Funding Source - Funds for this expenditure are budgeted in the Insurance and Benefits budgets for FY 2016-2017, pending Board approval of the budget.

Reviewers - Responses were received and reviewed by Mr. Raul Cabaza, III, Risk Management Consultant, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Mr. Ken Lyons, Risk Manager and the Purchasing Department.

Mr. Raul Cabaza attended the July 12, 2016 Finance Committee meeting to discuss the potential insurance options and obtain feedback from the Committee members.

Enclosed Documents - The recommendation letters and spreadsheets provided by Mr. Raul Cabaza, III, follow in the packet for the Board's information and review.

The Finance and Human Resources Committee recommended Board approval to award the proposals for Property/Flood (\$477,528), Crime (\$8,562), General Liability, School Board Legal Liability (\$66,057), Auto Liability-Physical Damage (\$14,074), Workers Compensation (\$176,080) and International Coverage (\$8,201) Insurance for the period September 1, 2016 through August 31, 2017 for a total cost of **\$750,502**.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize awarding the proposals for Property/Flood (\$477,528), Crime (\$8,562), General Liability, School Board Legal Liability (\$66,057), Auto Liability-Physical Damage (\$14,074), Workers Compensation (\$176,080) and International Coverage (\$8,201) Insurance for the period September 1, 2016 through August 31, 2017 for a total cost of **\$750,502**.

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College approves and authorizes awarding the proposals for Property/Flood (\$477,528), Crime (\$8,562), General Liability, School Board Legal Liability (\$66,057), Auto Liability-Physical Damage (\$14,074), Workers Compensation (\$176,080) and International Coverage (\$8,201) Insurance for the period September 1, 2016 through August 31, 2017 for a total cost of **\$750,502**.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

**SOUTH TEXAS COLLEGE
INSURANCE PREMIUM SUMMARY
RFP 16-17-1001
July 7, 2016**

COVERAGE PREMIUMS	<u>Bid Proposal</u> Montalvo Insurance Agency	<u>Bid Proposal</u> Texas Association of School Boards	<u>Bid Proposal</u> Carlisle Insurance Agency, Inc.
Property (including flood) /Inland Marine -Wind Hail Ded. Alternate Quotes -2% Hurricane Ded / No max or trailing -1% Hurricane Ded / No max or trailing -1% Hurricane Ded / \$2.5M max / \$50K trailing -Decrease All Other Perils Ded to \$50,000. -Remove Equipment Breakdown	\$ 477,528 2% All Wind/Hail	No quote	\$ 456,750 2% Named Storm/\$50K Other \$ 451,500 \$ 488,250 \$ 504,000 \$15,750 Additional \$13,908.30 Return
Boiler & Machinery	Included	No quote	Included
School Leaders E&O	\$ 52,565	\$ 66,057	No Quote
General Liability	\$ 42,558	Included in School Board Legal	No Quote
Automobile	\$ 80,036	\$ 14,074	No Quote
Casualty Sub-Total	\$ 175,159	\$ 80,131	No Quote
Crime	\$ 8,562	No quote	\$ 12,250
Workers Comp	\$ 176,080	\$ 230,591	No Quote
International Insurance Coverage	\$ 8,201	No Quote	No Quote
TOTAL BID BY VENDOR	\$ 845,530	\$ 310,722	\$ 469,000
Property Total:	\$ 477,528		
Casualty Total:		\$ 80,131	
Crime Total:	\$ 8,562		
Workers Comp Total:	\$ 176,080		
International Insurance Coverage	\$ 8,201		
TOTAL AWARD AMOUNT BY VENDOR	\$ 670,371	\$ 80,131	\$ -

SHEPARD WALTON KING
INSURANCE GROUP

July 6, 2016

Ms. Maria G. Elizondo
Vice President for Finance and Administrative Services
South Texas College
P. O. Box 9701
McAllen, TX 78502-9500

**Re: Property (including flood)/Inland Marine and Boiler & Machinery Insurance
Effective September 1, 2016**

Dear Ms. Elizondo:

We received two proposals for the Property(including flood)/Inland Marine/Boiler & Machinery Insurance, one from Hartford Fire Insurance Company through Montalvo Insurance Agency and the other from AmRisc Securities through Carlisle Insurance Agency, Inc.

The most important difference is the application of wind and hail deductibles so we draw your attention to the words **any** and **named storm** in the comments below.

Hartford Fire Insurance Company is an admitted insurance company in Texas and offers:

- Wind/Hail Deductible
 - 2% **Any** Wind/Hail applied per location separately to each location and property type that sustains loss (building and/or business personal property)
 - Estimated deductible based on entire schedule - \$6.4M on building and contents
- All Other Perils Deductible - \$100,000.
- Flood Limit: \$10M except \$5M for Zone B
- Flood Deductible: Zone C - \$50,000 or \$500,000 (see schedule); Zone B - \$500,000. Deductible applies per occurrence on aggregate of affected values, largest deductible applies.
- Earthquake – Limit \$1M, Deductible: \$50,000.
- Annual Premium: \$477,528.

Amrisc is a non-admitted insurance carrier in Texas. According to advice from STC counsel, this quote cannot be accepted. STC counsel reviewed insurance code in 2015 and an appeal with additional information in 2016 and recommended the same. Details of the alternate quote are:

- Wind/Hail Deductible
 - 2% **Hurricane/Named Storm** applied per building; min. \$50,000 occurrence.
 - Maximum \$4M aggregate per occurrence with trailing deductible \$50,000. (subject to

- adjustment based on increase or decrease of Total Insured Values).
- Wind/Hail Deductible- other than Hurricane/Named Storm - \$50,000.
 - All Other Perils Deductible - \$100,000
 - Flood Limit - \$25M with sublimit \$10M for Zones A,B,V
 - Flood Deductible:
 - \$100,000 per occurrence, EXCEPT
 - \$250,000 per occurrence Zone B
 - Maximum NFIP plus \$100,000 per occurrence – Zones A & V
 - Earthquake – Limit: \$25M, Deductible: \$100,000
 - 2 Year Rate Guarantee – subject to a 50% Loss Ratio
 - Annual Premium: \$456,750.

Recommendation:

We recommend purchase of the Property(including flood)/Inland Marine and Boiler & Machinery Coverage from Hartford Fire Insurance Company through Montalvo Insurance Agency for the period of September 1, 2016 to August 31, 2017 for an annual premium of \$477,528.

Submitted by:



Raul Cabaza, III, CIC
Licensed Risk Manager/Vice President

Enclosures
AO

SOUTH TEXAS COLLEGE
Property (including Flood)/Inland Marine and Boiler & Machinery Insurance
RFP #16-17-1001

Proposer	Current Program	Bid Proposal	Bid Proposal
Insurance Company	Montalvo Ins. Agency Hartford Fire Insurance Co.	Montalvo Ins. Agency Hartford Fire Insurance Co.	Carlisle Insurance Agency, Inc. AmRisc Securities
A.M. Best Rating	A XV	A XV	Various - A VIII or better / see proposal
PROPERTY			
Type of Coverage:	Blanket	Blanket	Blanket per Location. Except
			Blanket per Occurrence, Business Income
Total Insured Values			
Building Limit:	\$277,237,274	\$277,237,274	\$273,647,540
AmRisc "Other"	n/a	n/a	\$6,240,038
Business Personal Property Limit	\$22,937,058	\$46,922,928	\$44,676,215
EDP Limit	\$23,985,870	Incl. in BPP	Incl. in BPP
Business Income	\$34,100,000	\$34,100,000	\$34,100,000
Sub-Limit	\$358,260,202	\$358,260,202	\$358,663,793
Contractors Equipment	\$296,083	\$397,522	Incl in Prop "Other"
Total Insured Values	\$358,556,285	\$358,657,724	\$358,663,793
		Discrepancy in building and BPP limits: Co will offer proper limits at pricing provided.	
Sub-Limits			
Equipment Breakdown	\$100,000,000	\$100,000,000	\$100,000,000
Earthquake - Annual Aggregate	\$1,000,000	\$1,000,000	\$25,000,000
Flood Annual Aggregate	\$10,000,000	\$10,000,000	\$25,000,000
-Exception	\$5,000,000. Zone B	\$5,000,000. Zone B	\$10,000,000. Zones A,B,V
Fine Arts Extension	\$25,000	\$25,000	\$250,000
Ordinance or Law-Increased Cost Constr.	\$1,000,000	\$1,000,000	20% Building Limit ; Maximum \$5,000,000.
Deductibles:			
All Other Perils, except	\$100,000	\$100,000	\$100,000
Electronic Data Processing	\$100,000	\$100,000	\$5,000. except wind/hail per below
Contractors Equipment	\$1,000	\$1,000	\$5,000. except wind/hail per below
Fine Arts	\$1,000	\$1,000	\$5,000. except wind/hail per below
Equipment Breakdown	\$100,000	\$100,000	\$10,000
Earth Movement	\$50,000	\$50,000	\$100,000
Wind/Hail Deductible			
		2% applied separately to each location and property type that sustains loss (building and/or business personal property)	2% per Building; min. \$50K occurrence/ max \$4M per occurrence and in Annual Aggregate with trailing deductible \$50,000 per occurrence
-Hurricane/Named Storm	2% per Bldg./ Minimum \$100K		
		2% applied separately to each location and property type that sustains loss (building and/or business personal property)	
-All Other Wind/Hail	2% per Bldg./ Minimum \$100K		\$50,000

Proposer	Current Program Montalvo Ins. Agency Hartford Fire Insurance Co. A XV	Bid Proposal Montalvo Ins. Agency Hartford Fire Insurance Co. A XV	Bid Proposal Carlisle Insurance Agency, Inc. AmRisc Securities
Insurance Company			
A.M. Best Rating			Various - A VIII or better / see proposal
Flood		Applies per occurrence and applied on aggregate of affected total insured values; largest flood deductible applies.	Per Occurrence
-Zone C	\$50,000. or \$500,000. varies by location / see proposal	\$50,000. or \$500,000. varies by location / see proposal	\$100,000
-Zone B	\$500,000	\$500,000	\$250,000
-Zones A&V	Excluded (no properties shown in these zones)	Excluded (no properties shown in these zones)	Maximum NFIP whether purchased or not plus \$100,000. per occurrence
Co-Insurance	None	None	Waived
Annual Premium:	\$ 478,047	\$ 477,528	\$ 456,750
Rate Guarantee	No	No	2 Year Rate Guarantee Endorsement- subject to 50% loss ratio
Alternate Quotes:			
-2% Hurricane Ded / No max or trailing			\$ 451,500
-1% Hurricane Ded / No max or trailing			\$ 488,250
-1% Hurricane Ded / \$2.5M max / \$50K trailing			\$ 504,000
-Decrease All Other Perils Ded to \$50,000.			\$15,750 Additional Premium
-Remove Equipment Breakdown			\$13,908.30 Return Premium
Subject to:			Satisfactory inspections, recommendation compliance and satisfactory financials; AmRisc to order inspections. Subject to acceptable business income worksheets prior to binding, IF NOT ACCEPTABLE, business income coverage will have 1/12 month limitation

SHEPARD WALTON KING
INSURANCE GROUP

July 6, 2016

Ms. Maria G. Elizondo
Finance and Administrative Services
South Texas College
P. O. Box 9701
McAllen, TX 78501

Re: Crime Insurance Effective September 1, 2016

Dear Ms. Elizondo:

Two proposals were received for the Crime Coverage. One proposal was received from Montalvo Insurance Agency through Hartford Fire Insurance Company at premium of \$8,562 and the other from Carlisle Insurance Agency through Travelers Casualty & Surety Company at premium of \$13,621.

We recommend purchase of Hartford Fire Insurance Company proposal through Montalvo Insurance Agency for the period September 1, 2016 through August 31, 2017 at an annual premium of \$8,562.

Submitted by:



Raul Cabaza, III, CIC
Licensed Risk Manager/ Vice President

Enclosures
AO

SOUTH TEXAS COLLEGE
Crime Insurance
RFP #16-17-1001

Proposer	Current Program Montalvo Insurance Agency	Bid Proposal Montalvo Insurance Agency	Bid Proposal Carlisle Insurance Agency
Insurance Company	Hartford Fire Insurance Co.	Hartford Fire Insurance Co.	Travelers Casualty & Surety Company
A.M. Best Rating	A XV	A XV	A XV
CRIME			
Employee Theft	\$1,000,000	\$1,000,000	\$1,000,000
Forgery or Alteration	\$1,000,000	\$1,000,000	\$1,000,000
On Premises	\$1,000,000	\$1,000,000	\$1,000,000
In Transit	\$1,000,000	\$1,000,000	\$1,000,000
Computer & Funds Transfer Fraud	\$1,000,000	\$1,000,000	\$1,000,000
Deductible	\$50,000	\$50,000	\$50,000
Coverages Not on RFP			
Money Order & Counterfeit Currency	Not quoted	Not Quoted	\$1,000,000
Computer Program & Electronic Data Restoration Expense	Not quoted	Not Quoted	\$100,000
Premium:	\$8,562	\$8,562	\$13,621

SHEPARD WALTON KING
INSURANCE GROUP

July 6, 2016

Ms. Maria G. Elizondo
Vice President for Finance and Administrative Services
South Texas College
P. O. Box 9701
McAllen, TX 78501

**RE: School Leaders E&O, General Liability and Data Breach & Privacy Liability,
Automobile Insurance Effective September 1, 2016**

Dear Ms. Elizondo:

In response to the RFP, two proposals were received for these coverages.

Montalvo Insurance Agency quoted the School Leaders Errors & Omissions through Western World Insurance at premium of \$52,565.10, the General Liability through Charter Oak Fire Insurance Company (Travelers) at premium of \$42,558 and the Automobile through Travelers Property & Casualty Insurance Company of America at premium of \$80,036 for combined casualty premium of \$175,159. No quote was included for Data Breach & Privacy Liability.

Texas Association of School Boards offered renewal terms for School Leaders E&O including General Liability with Data Breach & Privacy Liability at premium of \$66,057 and Automobile at premium of \$14,074 for combined casualty premium of \$80,131.

We recommend purchase of School Leaders E&O, General Liability and Data Breach & Privacy Liability, and Automobile Coverage from TASB for the policy period September 1, 2016 through August 31, 2017 at an annual premium of \$80,131.

Submitted by:



Raul Cabaza, III, CIC
Licensed Risk Manager/ Vice President

AO
Enclosures

SOUTH TEXAS COLLEGE
School Leaders E&O, General Liability & Data Breach and Privacy Liability, Automobile Insurance
RFP #16-17-1001

Proposer	Current Program Texas Association of School Boards	Proposal Texas Association of School Boards	Proposal Montalvo Insurance Agency
Address of Proposer:	P.O. Box 301	P.O. Box 301	208 S. Texas Boulevard
	Austin, Texas 78767	Austin, Texas 78767	Weslaco, TX 78596
	800-482-7276	800-482-7276	956-968-5521
	Adrian Pena	Adrian Pena	Ramon Montalvo
SCHOOL LEADERS E&O			
Insurance Company	TASB Risk Management Fund	TASB Risk Management Fund	Western World Insurance
A. M. Best Rating (A VIII or better)	Not Applicable	Not Applicable	A XV
Admitted/Non-Admitted	Not Applicable	Not Applicable	Non-Admitted
Limit (Annual Aggregate)	\$1,000,000	\$1,000,000	\$1,000,000
-Defense Outside Limit			\$1M Modified Defense Outside Limit-Shared
Retentions:			
-Directors & Officers Liability	\$25,000	\$25,000	\$25,000
-Employment Practices Retention	\$25,000	\$25,000	\$50,000
Prior Acts Coverage	Yes	Yes	Full Prior Acts
Duty to Defend or Indemnity Form	Duty to Defend	Duty to Defend	Duty to Defend
Defense coverage Breach Employment Contract	Yes	Yes	Yes
Coverage Sexual Misconduct - Employment Practice Claims Only	Employment Claims -Defense & Damages included	Employment Claims -Defense & Damages included	Employment Claims -Defense & Damages included
Personal Injury Coverage arising employment claims	Employment Claims -Defense & Damages included	Employment Claims -Defense & Damages included	Employment Claims -Defense & Damages included
Defense for Individuals w/Disabilities suits	Yes	Yes	Yes
Back-Wages covered	No	No	\$50,000. Limit
Coverage Discrimination of race or national origin	Yes	Yes	Yes
Adm. Hearings - ADR, Spec. Ed., EEOC	Not Covered. Coverage may be provided when a claim proceeds to court level.	Not Covered. Coverage may be provided when a claim proceeds to court level.	Limited defense reimbursement; sublimit \$10,000/ \$25,000 aggr.
Extended Discovery Period	1 Way	1 Way	One year - 100% of expiring premium; .
PREMIUM:	\$55,598	\$66,057	\$52,565.10

	Current Program	Proposal	Proposal
Proposer	Texas Association of School Boards	Texas Association of School Boards	Montalvo Insurance Agency
GENERAL LIABILITY			
Insurance Company	Texas Association of School Boards	Texas Association of School Boards	Travelers/Charter Oak Fire Ins.
A.M. Best Rating	N/A	N/A	A+ XV
Limits:			
- General Aggregate	Not Applicable	Not Applicable	\$2,000,000
- Products/Completed Ops Agg			\$2,000,000
- Personal & Advertising Injury	Included	Included	\$1,000,000
- Each Occurrence	\$1,000,000	\$1,000,000	\$1,000,000
- Damage to Premises Rented to You			\$100,000
- Medical Expense Limit	Excluded	Excluded	\$5,000
- Employee Benefits	\$100,000	\$100,000	\$1,000,000
Deductible	\$0	\$0	\$0
Data Breach & Privacy Liability			
Privacy Liability	\$100,000	\$100,000	No Quote for Cyber
Claim/Event Response Services		\$100,000	
Notification Costs up to		10,000 individuals	
Deductible		\$0	
Premium	Included School Leaders E&O	Included School Leaders E&O	\$42,558
AUTOMOBILE			
Insurance Company	Same	Same	Travelers Property & Casualty Ins. Co. of America
A.M. Best Rating	N/A	N/A	A+ XV
# Units	44	51	51
Liability Limits:	\$100,000./\$300,000./\$100,000.	\$100,000./\$300,000./\$100,000.	\$1,000,000
Medical Payments	None	None	None
Liability Deductible	\$1,000	\$1,000	\$1,000
Physical Damage:	ACV	ACV	ACV
- Comprehensive Deductible	\$1,000	\$1,000	\$1,000
- Collision Deductible	\$1,000	\$1,000	\$1,000
-Exception			\$2,000 deductible applies to physical damage on higher valued units
- Hired Car Physical Damage Limit	Covered under auto physical damage if leased or rented for period of 30 consecutive days or longer (i.e. long-term lease only)	For vehicles leased less than 30 days covered under Auto Liability (excess coverage); for vehicles leased longer covered under auto physical damage. (1)	\$50,000
Premium	\$13,533	\$14,074	\$80,036
TOTAL PREMIUMS:	\$69,131	\$80,131	\$175,159

1) If TASB option purchased, employees should purchase physical damage coverage when leasing a vehicle.

SHEPARD WALTON KING
INSURANCE GROUP

July 7, 2016

Ms. Maria G. Elizondo
Finance and Administrative Services
South Texas College
P. O. Box 9701
McAllen, TX 78501

RE: Workers Compensation Effective September 1, 2016

Dear Ms. Elizondo:

Three proposals were received, two from Montalvo Insurance Agency, one through Texas Political Subdivisions at premium of \$176,080 and the other through Farmington Casualty Company (Travelers) at premium of \$319,444 out-of-network or \$283,919 in-network. A third proposal was received from the Texas Association of School Boards at premium of \$230,591.

We recommend purchase of the Workers' Compensation Coverage from Texas Political Subdivisions through Montalvo Insurance Agency for the period September 1, 2016 to August 31, 2017 for an annual deposit premium of \$176,080.

Submitted by:



Raul Cabaza, III, CIC
Licensed Risk Manager/ Vice President

Enclosures
AO

SOUTH TEXAS COLLEGE
Workers Compensation Insurance
RFP #16-17-1001

	<u>Current Program</u> Montalvo Insurance Agency	<u>Proposal</u> Montalvo Insurance Agency	<u>Proposal</u> Montalvo Insurance Agency	<u>Proposal</u> Texas Association of School Boards
Proposer:				
A.M. Best	N/A	N/A	N/A	N/A
WORKERS COMPENSATION				
Insurance Company	Texas Political Subdivisions	Texas Political Subdivisions	Farmington Casualty Co. (Travelers)	TASB RM Fund
A.M. Best Rating	N/A	N/A	A+ XV	N/A
Employers Liability	\$1M/\$1M/\$1M	\$1M/\$1M/\$1M	\$1M/\$1M/\$1M	
Payroll Classifications				
- 8810 Clerical	\$ 11,830,833	\$ 11,509,112	\$ 11,509,112	\$ 11,509,112
- 8868 Professionals	\$ 71,625,346	\$ 73,351,438	\$ 73,351,438	\$ 73,351,438
- 9101 All Other	\$ 6,254,771	\$ 6,366,284	\$ 6,366,284	\$ 6,366,284
- 8868 Volunteer Instructors ⁽¹⁾	\$ 234,000	\$ 234,000	\$ -	\$ -
Total Gross Payroll:	\$ 89,944,950	\$ 91,460,834	\$ 91,226,834	\$ 91,226,834
Total Estimated Contribution	\$ 174,078	\$ 176,080	\$ 319,444	\$ 230,591
In-Network Premium			\$ 283,919	

⁽¹⁾ Note: Accurate records of Volunteers' hours and days worked should be kept in order to verify a claim when it occurs.

SHEPARD WALTON KING
INSURANCE GROUP

July 6, 2016

Ms. Maria G. Elizondo
Finance and Administrative Services
P. O. Box 9701
McAllen, TX 78502-9500

Re: International Insurance Coverage Effective September 1, 2016

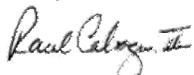
Dear Ms. Elizondo:

Due to the coverage limitations for employees traveling outside of the United States under the automobile and workers compensation, we recommend the purchase of an International Insurance Policy. This coverage has not been purchased in the past. One proposal was received through Ace American Insurance Company presented by Montalvo Insurance Agency.

The proposed effective date used on the proposal was July 14, 2016. It will likely be necessary to obtain a quote extension should you wish to use a September 1, 2016 effective date.

We recommend purchase of the International Insurance Coverage from Ace American Insurance through Montalvo Insurance Agency for the period from September 1, 2016 to August 31, 2017 for an annual premium of \$8,201.

Sincerely,



Raul Cabaza, III, CIC
Licensed Risk Manager

AO
Enclosure

SOUTH TEXAS COLLEGE
International Insurance Coverage
RFP #16-17-1001

	<u>Current Program</u> No Current Coverage	<u>Proposal</u> Montalvo Insurance Agency
Proposer:		
INTERNATIONAL INSURANCE		
Insurance Company	No Current Coverage	Ace American Ins. Co.
A.M. Best		A+
General Liability		
Each Occurrence		\$ 1,000,000
General Aggregate		\$ 2,000,000
Products/Co. Ops Aggregate		\$ 2,000,000
Premises Damage Limit		\$ 1,000,000
Personal & Advertising Injury		\$ 1,000,000
Medical Expense Limit		\$ 25,000
Employee Benefits Liability (\$1,000 Ded.)		\$ 1,000,000
Automobile		
Liability - Combined Single Limit		\$ 1,000,000
Hired Auto Physical Damage (Policy Period)		\$ 50,000
Medical Payments (Each Accident)		\$ 50,000
Employers Responsibility		
Voluntary Compensation Benefits		
-North Americans		State of Hire
-Third Country Nationals		Not Covered
-Local Nationals		Not Covered
Executive Assistance Services		\$ 1,000,000
Contingent Employers Liability		\$ 1,000,000
Accidental Death & Dismemberment		
Employee AD&D Coverage (per person)		\$ 50,000
Medical Expense		Not Covered
Aggregate Limit		\$ 1,500,000
Property Insurance		
Limit of Liability - Per Occurrence		\$ 25,000
Miscellaneous Personal Property		\$ 25,000
Miscellaneous Unnamed Insured Locations		\$ 25,000
Money & Securities		\$ 5,000
Earth Movement, Flood, Named Windstorm		Not Applicable
Deductible		\$ 2,500
Total Premium		\$ 8,201
Commercial General Liability		\$ 3,000
Commercial Auto Liability		\$ 100
Employers Responsibility		\$ 5,000
Property		\$ 101
Minimum Earned Premium		\$ 6,150

Review and Action as Necessary on Award of Proposals, Rejection of a Proposal, Purchases, and Renewals

Approval of the following proposal awards, rejection of a proposal, purchases, and renewals is requested.

- | | |
|--|-----------------------------------|
| <p>A. Awards</p> <p>B. Non - Instructional Items</p> | <p>C. Technology Items</p> |
|--|-----------------------------------|

A. Awards

1) Audio Visual Equipment and Parts – VI (Award)

Award the proposal for audio visual equipment and parts - VI to **Visual Innovations Company, Inc.** (San Antonio, TX), at a total amount of \$15,601.28.

Purpose – The audio visual equipment and parts will support the collaborative learning environment created by the Active Learning Classrooms. This equipment is necessary to facilitate technology needed for small group interaction which is a benefit to students and faculty alike.

Justification and Benefit – The audio visual equipment and parts will enrich the learning environment and encourage student-centered learning spaces which supports best instructional practices. These additional resources will benefit the students and faculty utilizing the Active Learning Classroom, Building T Room 1.506, on the Pecan Campus.

Background - Proposal documents were advertised on June 3, 2016 and June 10, 2016 and issued to five (5) vendors. One (1) response was received on June 22, 2016 and reviewed by Instructional Technologies and the Purchasing Department.

Funds for this expenditure are budgeted in the Title V Hispanic Serving Institutions (HSI) Grant STC in Focus grant budget for FY 2015 - 2016.

2) Childcare Services (Award)

Award the proposal for childcare services for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$105,500.00 with the following eighty five (85) qualifying vendors:

Blessings Learning Academy of Alamo (Alamo, TX)	Fabulinos Learning Academy (Alamo, TX)	iKids Academy (Alamo, TX)
Super Kids Academy Day Care Center (Alamo, TX)	Kid'z First Child Care Center, Inc. (Alton, TX)	My Alphabet Academy (Alton, TX)
Building Blocks Academy (Donna, TX)	Early Start Child Care Development Center (Donna, TX)	Garza's Childcare and Development Center (Donna, TX)
Monte Cristo Learning Center (Edcouch, TX)	Alma's Daycare (Edinburg, TX)	Al's Toy Barn Learning Center (Edinburg, TX)

Gaby's Day Care Center, Inc. (Edinburg, TX)	Genesis Learning Center, Inc. (Edinburg, TX)	Kids' Kollege Learning Center (Edinburg, TX)
Learning Journey Child Care (Edinburg, TX)	Learning Journey, LLC. (Edinburg, TX)	Little Kingdom Learning Center (Edinburg, TX)
Little U Learning Center (Edinburg, TX)	Little Voices Day Care (Edinburg, TX)	Small Wonders Day Care Center (Edinburg, TX)
The Learning Journey Day School (Edinburg, TX)	V.I.P. Learning Center (Edinburg, TX)	Play, Learn, Construct & Conserve Child Care Center (La Joya, TX)
ABC University Educare (McAllen, TX)	Adventureland Academy LLC (McAllen, TX)	Brackenridge Children's Center, LLC. (McAllen, TX)
Bright Beginnings (McAllen, TX)	Coky's Day Care Center (McAllen, TX)	Devanhi's Day Care (McAllen, TX)
Generations Academy, LLC. (McAllen, TX)	Kids Avenue Learning Center (McAllen, TX)	Learning Box Academy (McAllen, TX)
Little Dreamers Learning Academy (McAllen, TX)	Little Rockets Academy (McAllen, TX)	Little Shining Stars Daycare I (McAllen, TX)
Loving Angels Child Development Center, LLC. (McAllen, TX)	New Beginnings Learning Academy of the RGV (McAllen, TX)	Playhouse 3 Learning & Development Center (McAllen, TX)
Royal Education Center (McAllen, TX)	TLT Childcare and Development Center LLC. (McAllen, TX)	Tony's Playhouse (McAllen, TX)
Bright Beginnings Learning Center (Mission, TX)	Building Foundations Children's Academy (Mission, TX)	Honey's Little Bee's Learning Center (Mission, TX)
Imagination Express Learning Center, LLC. (Mission, TX)	Kidz Crusade Learning and Development (Mission, TX)	Kidz Crusade Childcare & PreK Academy #2 (Mission, TX)
Lavalette International Montessori Institute (Mission, TX)	Little Einstein's Academy LLC (Mission, TX)	Love Bugs CEC, LLC. (Mission, TX)
Precious Moments Childcare (Mission, TX)	Super Star Kids Learning Center, LLC. (Mission, TX)	Palmview Academy (Palmview, TX)
Children's Garden Daycare Center (Palmview, TX)	Little Minions Learning Academy (Peñitas, TX)	Campanitas Day Care (Pharr, TX)
Futuros Lideres Learning Center (Pharr, TX)	Kaleidoscope Early Childhood Learning Knowledge Center (Pharr, TX)	Kids Academy Daycare (Pharr, TX)

Kids Academy Daycare Center #2 (Pharr, TX)	Little Bear Academy Day Care Center (Pharr, TX)	Little Explorers Development & Learning Center (Pharr, TX)
Little One's Discovery Center II, Inc. (Pharr, TX)	Lupita's Day Care (Pharr, TX)	Mara's Little Bears Day Care (Pharr, TX)
My Precious Moments Childcare Development Center (Pharr, TX)	New Beginnings Learning Academy (Pharr, TX)	Tweaty and Christy Day Care (Pharr, TX)
Building Blocks Learning Center (Rio Grande City, TX)	Cutie Pies Children's Development Center (Rio Grande City, TX)	Kami's Cuddling Center (Rio Grande City, TX)
Learning Central, LLC. (Rio Grande City, TX)	Learning Zone (Rio Grande City, TX)	Learning Zone II (Rio Grande City, TX)
The Methodist Day Care Center (Rio Grande City, TX)	Bright Future Kids Academy (San Juan, TX)	Childtime Academy (San Juan, TX)
The Learning Express (San Juan, TX)	Christian Day Care (Weslaco, TX)	El Shaddai International Christian Day Care Center (Weslaco, TX)
Kids "R" Kids Learning Academy (Weslaco, TX)	Little Blessings Learning Center (Weslaco, TX)	The Honey Tree Learning Center (Weslaco, TX)
The Children's College Learning Center (Edinburg, TX)		

Purpose – The Providing Academic Support to Students (PASS) Program is requesting a list of childcare centers for students participating in the PASS Program majoring in a career and technical education programs that qualify for assistance with their childcare expenses based on available funding through the Carl Perkins grant.

Justification and Benefit – A selection of approved childcare providers in Hidalgo and Starr County is necessary so that students can select the childcare provider that best meets their needs. All eighty five (85) respondents submitted a rate form, criminal history form, and license which have been reviewed.

Background - Proposal documents were advertised on April 13, 2016 and April 20, 2016 and issued to five hundred thirty (534) vendors. Eighty five (85) responses were received on June 10, 2016 and reviewed by the PASS Program and Purchasing Department.

Funds for this expenditure are budgeted in the Carl Perkins grant budget for FY 2016-2017 pending Board approval of the grant.

3) Equipment Rental Services (Award)

Award the proposal for equipment rental services for the period beginning September 1, 2016 through August 31, 2017, at an estimated cost of \$90,000.00, which is based on prior year expenditures. The vendors are as follows:

- **Backstage Productions, LLC.** (McAllen, TX)
- **JV Equipment, Inc.** (Edinburg, TX)
- **Rental World** (McAllen, TX)
- **Space Jump Rental** (Pharr, TX)
- **Tejas Equipment Rental – Marentco** (McAllen, TX)
- **Valley Procomm, LLC.** (Pharr, TX)

Purpose – Instructional Technologies, Facilities Maintenance and Operations, Student Activities, and Public Relations and Marketing are the renters of various types of equipment, tables, chairs, linens, audio visual equipment, and stages for various College events.

Justification and Benefit – The rental services will be used for South Texas College sponsored events, graduation, and student events at all campuses.

Background – Proposal documents were advertised on May 27, 2016 and June 3, 2016 and issued to nine (9) vendors. Six (6) responses were received on June 13, 2016 and reviewed by Student Services and the Purchasing Department.

Funds for this expenditure are budgeted in the Student Activities, Graduation, Public Relations and Marketing, and Facilities Maintenance budgets for FY 2016 – 2017.

4) In-Store Purchases of Materials and Supplies (Award)

Award the proposal for in-store purchases of materials and supplies for the period beginning October 17, 2016 through October 16, 2017 with two one-year options to renew, at an estimated amount of \$130,000.00, which is based on prior year expenditures. The vendors are as follows:

- **HEB Grocery, Co.** (McAllen, TX)
- **Hobby Lobby Stores, Inc.** (McAllen, TX)
- **Sam's Club** (McAllen, TX)
- **Walmart** (Mission, TX)

Purpose – The in-store purchases of materials, supplies, and miscellaneous items are necessary throughout the district for Culinary Arts Program, Food Services, Science Programs for instructional labs, student activities events, professional development, South Texas College sponsored events and division meetings.

Justification and Benefit – These items are needed for hosted events and meetings held at all South Texas College's campuses for faculty, staff, students, and the community.

Background – Proposal documents were advertised on May 31, 2016 and June 7, 2016 and issued to five (5) vendors. Four (4) responses were received on June 15, 2016 and reviewed by Food Services and the Purchasing Department.

Funds for this expenditure are budgeted in the various requesting department's budgets for FY 2016 - 2017.

5) Interactive LCD Displays - II (Award)

Award the proposal for the interactive LCD displays – II to **Audio Visual Aids Corp** (San Antonio, TX), at a total amount of \$26,581.00.

Purpose – Instructional Technologies is requesting to purchase four (4) interactive LCD displays to be installed at the Pecan and Mid-Valley campuses.

Justification and Benefit – The displays will be installed at three (3) conference/meeting rooms at the Pecan Campus A-148, F-152, F-210 and one (1) conference/meeting room at the Mid-Valley campus. G-288. They will be used to facilitate web conferencing meetings among campuses and for presentations during meetings. Faculty and staff will be able to remain at their home campus and participate in various meetings via web conferencing, thus eliminating the need for them to travel to attend the meetings.

Background – Proposal documents were advertised on June 6, 2016 and June 13, 2016 and issued to five (5) vendors. Two (2) responses was received on June 21, 2016 and reviewed by Instructional Technologies and the Purchasing Department.

Funds for this expenditure are budgeted in the Instructional Technologies budget for FY 2015 - 2016.

6) Internet Services Provider – Starr County Campus (Award)

Award the proposal for internet services provider – Starr County Campus to **VTX Communications, LLC**. (Raymondville, TX), for the period beginning September 1, 2016 through August 31, 2019, at a monthly amount of \$1,750.00 and annual amount of \$21,000.00 with a total contract amount of \$63,000.00.

Purpose – Technology Resources is requesting an internet services provider for the Starr County campus.

Justification and Benefit – Technology Resources is establishing a disaster recovery site at the Starr County Campus to offer access to major systems including business and finance systems in the event the Pecan Campus systems are not available. The systems that will be housed at Starr County Campus must be able to communicate with external resources such as banking facilities to complete transactions. An internet provider is required to provide the ability to communicate from Starr County Campus.

Background - Proposal documents were advertised on May 3, 2016 and June 7, 2016 and issued to four (4) vendors. Three (3) responses were received on June 15, 2016 and reviewed by Technology Resource and the Purchasing Department.

Funds for this expenditure are budgeted in the Telecom budget for FY 2015 – 2016 and FY 2016 – 2017, FY 2017 – 2018 and FY 2018 - 2019 pending board approval of the budgets.

7) Library Serials (Award)

Award the proposal for library serials to **EBSCO Information Services** (Birmingham, AL), for the period beginning September 1, 2016 through August 31, 2017 with two one-year options to renew, at an amount of \$85,853.59.

Purpose – Library Services is requesting library serials for all the libraries district wide.

Justification and Benefits – The two hundred fifty one (251) serials which include magazines, journals, and newspapers will be used by the libraries district-wide to support the instructional programs and other needs of South Texas College students, faculty, and patrons.

Background – Proposal documents were advertised on April 25, 2016 and May 2, 2016 and issued to four (4) vendors. Three (3) responses were received on May 17, 2016 and were reviewed by the Library Services and Purchasing Department.

Funds for this expenditure are budgeted in the Library Acquisition budget for FY 2016 – 2017.

8) Programmable DC Power Supply (Award)

Award the proposal for programmable DC power supply to **Valuetronics International, Inc.** (Elgin, IL), at a total amount of \$10,045.00.

Purpose – The Engineering Program in the Division of Math and Science is requesting fourteen (14) programmable DC power supply for student instruction in Engineering courses at the Starr County campus.

Justification – The programmable DC power supply will provide students with the ability to perform hands-on experiments in Digital Systems and Electrical Circuits courses. The multi-channel programmable DC power supplies are ideal for operating a wide range of devices, circuit boards, modules, and products that require multiple power sources cost-effectively for our circuits and digital systems courses.

Background – Proposal documents were advertised on May 25, 2016 and June 1, 2016 and issued to three (3) vendors. One (1) response was received on June 8, 2016 and reviewed by the Chemistry Program and the Purchasing Department.

Funds for this expenditure are budgeted in the BAT/BAS Program budget for FY 2015 - 2016.

9) Purchase of Projectors (Award)

Award the proposal for the purchase of projectors to **Audio Visual Aids Corp** (San Antonio, TX), at a total cost of \$13,790.00.

Purpose – Instructional Technologies is requesting the purchase of ten (10) projectors for use as replacement projectors for classroom units.

Justification and Benefit - Instructional Technologies is requesting ten (10) projectors to have available as immediate replacements for projectors currently installed in classrooms, which will allow for minimal down-time for a classroom in which the installed projector has to be removed for service or is no longer under warranty.

Background – Proposal documents were advertised on June 6, 2016 and June 13, 2016 and issued to five (5) vendors. One (1) response was received on June 21, 2016 and reviewed by Instructional Technologies and the Purchasing Department.

Funds for this expenditure are budgeted in the Instructional Technologies budget for FY 2015 - 2016.

10) Security Cameras (Award)

Award the proposal for security cameras to **Security Solutions of DFW** (Dallas, TX), at a total amount of \$50,654.00.

Purpose – The Department of Public Safety is requesting to purchase sixty two (62) high definition surveillance cameras to replace older analog cameras that no longer work.

Justification and Benefit – Currently, the college has buildings on each campus with cameras that no longer work. Many of these surveillance cameras and recording units were purchased 15 years ago and cannot be repaired. The new high definition cameras will provide needed coverage of building entrances and hallways enabling the police department to view recorded images and document crimes and inappropriate behavior.

Background – Proposal documents were advertised on June 2, 2016 and June 9, 2016 and issued to eleven (11) vendors. Four (4) responses were received on June 17, 2016 and were reviewed by the Department of Public Safety and the Purchasing Department.

Funds for this expenditure are budgeted in the Department of Public Safety budget for FY 2015 - 2016.

11) Welding Supplies (Award)

Award the proposal for welding supplies for the period beginning October 1, 2016 through September 30, 2017 with two one-year options to renew, at an estimated amount of \$100,000.00, which based on prior year expenditures. The vendors are as follows:

- **Alamo Iron Works** (Brownsville, TX)
- **Matheson Trigas** (San Benito, TX)
- **Praxair Distribution Incorporated** (Pharr, TX)

Purpose – The Welding Program in the Division of Technology and Continuing Professional and Workforce Education is requesting

Justification and Benefit – The welding supplies will be used for student instruction by the Welding Program in the Division of Technology and Continuing Education. It will include gases and classroom/lab supplies used by students for hands on instruction in welding classes throughout the district.

Background - Proposal documents were advertised on May 31, 2016 and June 7, 2016 and issued to seven (7) vendors. Three (3) responses were received on June 15, 2016 and reviewed by the Welding Program, Continuing Professional and Workforce Education and the Purchasing Department.

Funds for this expenditure are budgeted in the Welding Program, Continuing Education, and Facilities Maintenance budgets for FY 2016 – 2017.

12) Audio Visual Equipment and Parts – V (Reject)

Reject the proposals for audio visual equipment and parts – V due to federal requirements necessary in the solicitation and proposal documents.

B. Non – Instructional Items

13) Beverage Products (Renewal)

Renew the beverage products contract with **PepsiCo** (Hidalgo, TX), for the period beginning October 13, 2016 through October 12, 2017, at an estimated cost of \$50,000.00, which is based on prior year expenditures. PepsiCo will also include a \$15,000.00 annual discretionary payment to the College.

Purpose – The Food Services Department is requesting to renew the contract for beverage products which will be sold at the cafeterias operated by South Texas College.

Justification and Benefit – The beverage products will be purchased for the South Texas College Cafeterias located at the Pecan, Technology, Starr County, and Mid-Valley campuses to provide fountain drinks for students, faculty, and staff. This will also include the selling of 20 oz. carbonated drinks, 20 oz. water, 20 oz. Gatorade, 20 oz. tea, 16 oz. energy drinks, and 15.2 oz. juices.

Background - The Board awarded the contract for the beverage products at the September 23, 2014 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins October 13, 2016 and October 12, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	9/23/14	10/13/14 - 10/12/15	2 – one year options
1 st Renewal	8/25/15		10/13/15 – 10/12/16
2 nd Renewal	7/26/16		10/13/16 – 10/12/17

The vendor has complied with all the terms and conditions of the contract and services have been satisfactory.

Funds for this expenditure are budgeted in the Food Services budget for FY 2016-2017.

14) Maintenance and Repair Parts, Materials, and Supplies (Renewal)

Renew the maintenance and repair parts, materials, and supplies contracts for the period beginning August 30, 2016 through August 29, 2017, at an estimated amount of \$195,000.00, which is based on prior year expenditures. The vendors are as follows:

Burton Companies (Weslaco, TX)	Carrier Enterprise, LLC. (Pharr, TX)
Central Fence & Supply, Ltd. (Pharr, TX)	Central Plumbing & Electric Supply (Weslaco, TX)

Crawford Electric (Mission, TX)	Dealers Electrical Supply (McAllen, TX)
Ewing Irrigation (McAllen, TX)	Fairway Supply, Inc. (Austin, TX/La Feria, TX)
Ferguson Enterprises (Pharr, TX)	Johnson Supply (Pharr, TX)
Johnstone Supply (Pharr, TX)	Lopez Brothers Distribution, LLC./dba Interstate Batteries (McAllen, TX)
Morrison Supply Company (McAllen, TX)	MSC Industrial Supply, Co. (Harlingen, TX)
PPG Architectural Finishes, Inc. (McAllen, TX)	R. E. Friedrichs Company (Pharr, TX)
Sherwin Williams Paint Company (McAllen, TX)	Trane US, Inc. (Weslaco, TX)
Wofford McAllen Armature Works, Inc. (McAllen, TX)	

Purpose – Facilities Maintenance and Operations is requesting to renew the contracts for parts, materials, and supplies for district wide daily work order request.

Justification and Benefit – The maintenance and repair parts, materials, and supplies are needed for the day to day repairs and improvements in the areas of plumbing, painting, irrigation, electrical, door locks, vehicle and equipment batteries, and air conditioning.

Background – The Board awarded the contract for maintenance and repair parts, materials, and supplies at the August 25, 2015 Board of Trustees meeting for one year with two one-year option annual renewals. The first renewal period begins August 30, 2016 and ends August 29, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	8/25/15	8/30/15 - 8/29/16	2 – one year options
1 st Renewal	7/26/16		8/30/16 – 8/29/17

The vendors have complied with all the terms and conditions of the contract and services have been satisfactory.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2015 - 2016 and FY 2016 – 2017.

C. Technology Items

15)Computers, Laptops, and Tablets (Purchase)

Purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX), and The Cooperative Purchasing Network (TCPN) approved vendor **CDW Government** (Vernon Hills, IL), in the total amount of \$162,392.11.

All purchase requests for computers, laptops, and tablets have been evaluated by Technology Resources and the Chief Information Officer. Technology Resources does not have refurbished systems available for new hires. Instructional and/or business need must be clearly identified/justified for any equipment that is outside standard configuration or does not replace existing office systems. (Ex. mobile devices)

An itemized list with justification is included for your review and information.

Technology Resources used the following criteria when recommending the purchase of technology:

- Systems being requested meet the South Texas College standard configuration
- The new systems will replace an older model (5+ years and out of warranty)
- Software requirements exceed the system capacity

The purchases can be summarized as follows:

- Faculty Computers
 - ⇒ 3 Computers for Biology Program
 - ⇒ 2 Computers for History Program
 - ⇒ 2 Computers for Philosophy Program
- Staff Computers
 - ⇒ 3 Computers for the Purchasing Department
- Room Upgrade Computers
 - ⇒ 2 Computers for Instructional Technologies Maintenance & Replacement
- Student Labs
 - ⇒ 40 computers for Starr County Campus
 - ⇒ 40 computers for Technology Campus
 - ⇒ 40 computers for Nursing and Allied Health Campus
 - ⇒ 40 computers for Pecan Campus
 - ⇒ 40 computers for Mid-Valley Campus
- Faculty Class-Instruction Laptops
 - ⇒ 1 Laptop for Accounting Program
 - ⇒ 2 Laptops for World Language Program
 - ⇒ 2 Laptops for Human Resources Specialist Program
- Tablets
 - ⇒ 1 Tablet for Instructional Technologies
 - ⇒ 1 Tablet for the Purchasing Department
 - ⇒ 1 Tablet for Institutional Effectiveness and Assessment
 - ⇒ 2 Tablets for Automotive Technology Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2015 - 2016 as follows: Infrastructure Fund, Biology, History, Philosophy, Purchasing, Instructional Technologies Maintenance & Replacement, Accounting, World Language Department, Human Resources Specialist, Instructional Technologies, Institutional Effectiveness and Assessment, and Automotive Technology.

16)Local Telephone Service – McAllen Campuses (Purchase)

Purchase local telephone service – McAllen campuses from **AT&T Texas** (San Antonio, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$240,000.00.

Purpose - Technology Resources is requesting to purchase local telephone service for all the McAllen campuses.

Justification and Benefit - The services will be for the Pecan, Technology, and Nursing and Allied Health campuses as well as the Pecan Plaza. These services are needed for faculty, staff, and students to be able to make telephone calls from any phone on the previously mentioned campuses and sites.

Funds for this expenditure are budgeted in the Telecom budget for FY 2016 – 2017.

17)Local Telephone Service – Mid Valley and Starr County Campuses (Purchase)

Purchase local telephone service – Mid Valley and Starr County campuses from **Frontier Communications of Texas** (Norwalk, CT), a sole source vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$84,100.00, which is based on prior year expenditures.

Purpose – Technology Resources is requesting the purchase of local telephone service for the Mid-Valley and Starr County campuses.

Justification and Benefit – These services are needed for faculty, staff, and students to be able to make local telephone calls from any campus phone.

Funds for this expenditure are budgeted in the Telecom budget for FY 2016 – 2017.

18)Server Enterprise Password Management Software Licenses (Purchase)

Purchase server enterprise password management software licenses from **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$66,035.20.

Purpose – Information Security is requesting to purchase seventy-five (75) server enterprise password management software licenses to have an in-house system to store and manage shared secrets like passwords. It will provide us with tools to reduce the risk of unauthorized access on our information resources.

Justification and Benefit – The software licenses will reduce risk from negative events that are related to passwords or repudiation of actions on information resources. The College will obtain the following benefits:

- Reduce the risk of exposure of passwords for shared accounts from unauthorized users
- Non-repudiation of a suspicious activity on a system
- Knowledge of a password for an information resource if the administrator is unavailable
- Assist the College to reach compliance with our standard to change passwords every three months for shared/service accounts
- Record activities on servers by third-party vendors
- Better control access to third-party vendors

Funds for this expenditure are budgeted in the Information Security budget for FY 2015-2016.

19)Course Management and Hosting Services (Renewal)

Renew the course management and hosting services with **Blackboard, Inc.** (Washington, DC), a sole source vendor, for the period beginning September 30, 2016 through September 29, 2017, at a total amount of \$580,920.00.

Purpose – Distance Education is requesting to renew the course management and hosting and collaborate services for faculty and students district wide.

Justification and Benefit – The course management will provide South Texas College with the virtual environment through which online courses are taught and service provided for the virtual campus (eSTC). The hosting services agreement will provide South Texas College with the technical services needed to keep up with the growth and success of the virtual campus (eSTC).

The collaborate services will provide the instructors with the ability to engage students through online classrooms in several ways which includes: meet, share, and learn in real time.

Funds for this expenditure are budgeted in the Distance Education budget for FY 2016 – 2017.

20)Network Hardware and Software Maintenance Agreement (Renewal)

Renew the network hardware and software maintenance agreement with **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at a total amount of \$155,000.00.

Purpose – Technology Resources is requesting to renew the maintenance agreement for the College’s network hardware and software.

Justification and Benefit – The network equipment and software maintenance agreement will provide online phone support and software upgrades for all Cisco network equipment. It will also cover equipment failure by providing equipment replacements within the next business day. This equipment is critical to the network infrastructure which provides faculty, staff, and student connectivity to the internet and intranet applications and services such as Blackboard and Banner.

Funds for this expenditure are budgeted in the Telecom budget for FY 2016 – 2017.

21) Oracle License Maintenance Agreement (Renewal)

Renew the oracle license maintenance agreement with **Oracle America, Inc.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at a total amount of \$378,007.27.

Purpose – Technology Resources is requesting the support renewal of 24,241 database licenses and 24,241 database security licenses used for the College’s administrative computing system.

Justification and Benefit – The support services include maintenance and upgrades to the database license. The upgrades are needed so that the College stays up to date with the latest version of the software that supports the Banner system as well as other enterprise level software throughout the College.

Funds for this expenditure are budgeted in the Infrastructure budget for FY 2016 – 2017.

Recommendation:

It is requested that the Finance and Human Resources Committee recommend for Board approval at the July 26, 2016 Board meeting the proposal awards, reject proposal, purchases, and renewals as listed below:

A. Awards

B. Non - Instructional Items

C. Technology Items

A. Awards

- 1) Audio Visual Equipment and Parts – VI (Award):** award the proposal for audio visual equipment and parts – VI to **Visual Innovations Company, Inc.** (San Antonio, TX), at a total amount of \$15,601.28;
- 2) Childcare Services (Award):** award the proposal for childcare services for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$105,500.00 with the following eighty five (85) qualifying vendors:

Blessings Learning Academy of Alamo (Alamo, TX)	Fabulinos Learning Academy (Alamo, TX)	iKids Academy (Alamo, TX)
Super Kids Academy Day Care Center (Alamo, TX)	Kid'z First Child Care Center, Inc. (Alton, TX)	My Alphabet Academy (Alton, TX)
Building Blocks Academy (Donna, TX)	Early Start Child Care Development Center (Donna, TX)	Garza's Childcare and Development Center (Donna, TX)
Monte Cristo Learning Center (Edcouch, TX)	Alma's Daycare (Edinburg, TX)	Al's Toy Barn Learning Center (Edinburg, TX)
Gaby's Day Care Center, Inc. (Edinburg, TX)	Genesis Learning Center, Inc. (Edinburg, TX)	Kids' Kollege Learning Center (Edinburg, TX)
Learning Journey Child Care (Edinburg, TX)	Learning Journey, LLC. (Edinburg, TX)	Little Kingdom Learning Center (Edinburg, TX)
Little U Learning Center (Edinburg, TX)	Little Voices Day Care (Edinburg, TX)	Small Wonders Day Care Center (Edinburg, TX)
The Learning Journey Day School (Edinburg, TX)	V.I.P. Learning Center (Edinburg, TX)	Play, Learn, Construct & Conserve Child Care Center (La Joya, TX)
ABC University Educare (McAllen, TX)	Adventureland Academy LLC (McAllen, TX)	Brackenridge Children's Center, LLC. (McAllen, TX)
Bright Beginnings (McAllen, TX)	Coky's Day Care Center (McAllen, TX)	Devanhi's Day Care (McAllen, TX)
Generations Academy, LLC. (McAllen, TX)	Kids Avenue Learning Center (McAllen, TX)	Learning Box Academy (McAllen, TX)
Little Dreamers Learning Academy (McAllen, TX)	Little Rockets Academy (McAllen, TX)	Little Shining Stars Daycare I (McAllen, TX)
Loving Angels Child Development Center, LLC. (McAllen, TX)	New Beginnings Learning Academy of the RGV (McAllen, TX)	Playhouse 3 Learning & Development Center (McAllen, TX)
Royal Education Center (McAllen, TX)	TLT Childcare and Development Center LLC. (McAllen, TX)	Tony's Playhouse (McAllen, TX)
Bright Beginnings Learning Center (Mission, TX)	Building Foundations Children's Academy (Mission, TX)	Honey's Little Bee's Learning Center (Mission, TX)
Imagination Express Learning Center, LLC. (Mission, TX)	Kidz Crusade Learning and Development (Mission, TX)	Kidz Crusade Childcare & PreK Academy #2 (Mission, TX)

Lavalette International Montessori Institute (Mission, TX)	Little Einstein's Academy LLC (Mission, TX)	Love Bugs CEC, LLC. (Mission, TX)
Precious Moments Childcare (Mission, TX)	Super Star Kids Learning Center, LLC. (Mission, TX)	Palmview Academy (Palmview, TX)
Children's Garden Daycare Center (Palmview, TX)	Little Minions Learning Academy (Peñitas, TX)	Campanitas Day Care (Pharr, TX)
Futuros Lideres Learning Center (Pharr, TX)	Kaleidoscope Early Childhood Learning Knowledge Center (Pharr, TX)	Kids Academy Daycare (Pharr, TX)
Kids Academy Daycare Center #2 (Pharr, TX)	Little Bear Academy Day Care Center (Pharr, TX)	Little Explorers Development & Learning Center (Pharr, TX)
Little One's Discovery Center II, Inc. (Pharr, TX)	Lupita's Day Care (Pharr, TX)	Mara's Little Bears Day Care (Pharr, TX)
My Precious Moments Childcare Development Center (Pharr, TX)	New Beginnings Learning Academy (Pharr, TX)	Tweaty and Christy Day Care (Pharr, TX)
Building Blocks Learning Center (Rio Grande City, TX)	Cutie Pies Children's Development Center (Rio Grande City, TX)	Kami's Cuddling Center (Rio Grande City, TX)
Learning Central, LLC. (Rio Grande City, TX)	Learning Zone (Rio Grande City, TX)	Learning Zone II (Rio Grande City, TX)
The Methodist Day Care Center (Rio Grande City, TX)	Bright Future Kids Academy (San Juan, TX)	Childtime Academy (San Juan, TX)
The Learning Express (San Juan, TX)	Christian Day Care (Weslaco, TX)	El Shaddai International Christian Day Care Center (Weslaco, TX)
Kids "R" Kids Learning Academy (Weslaco, TX)	Little Blessings Learning Center (Weslaco, TX)	The Honey Tree Learning Center (Weslaco, TX)
The Children's College Learning Center (Edinburg, TX)		

- 3) Equipment Rental Services (Award):** award the proposal for equipment rental services for the period beginning September 1, 2016 through August 31, 2017, at an estimated cost of \$90,000.00, which is based on prior year expenditures. The vendors are as follows:

- **Backstage Productions, LLC.** (McAllen, TX)
 - **JV Equipment, Inc.** (Edinburg, TX)
 - **Rental World** (McAllen, TX)
 - **Space Jump Rental** (Pharr, TX)
 - **Tejas Equipment Rental – Marentco** (McAllen, TX)
 - **Valley Procomm, LLC.** (Pharr, TX)
- 4) In-Store Purchases of Materials and Supplies (Award):** award the proposal for in-store purchases of materials and supplies for the period beginning October 17, 2016 through October 16, 2017 with two one-year options to renew, at an estimated amount of \$130,000.00, which is based on prior year expenditures. The vendors are as follows:
- **HEB Grocery, Co.** (McAllen, TX)
 - **Hobby Lobby Stores, Inc.** (McAllen, TX)
 - **Sam’s Club** (McAllen, TX)
 - **Walmart** (Mission, TX)
- 5) Interactive LCD Displays – II (Award):** award the proposal for interactive LCD displays – II to **Audio Visual Aids Corp** (San Antonio, TX), at a total amount of \$26,581.00;
- 6) Internet Services Provider – Starr County Campus (Award):** award the proposal for internet services provider – Starr County Campus to **VTX Communications, LLC.** (Raymondville, TX), for the period beginning September 1, 2016 through August 31, 2019, at a monthly amount of \$1,750.00 and annual amount of \$21,000.00 with a total contract amount of \$63,000.00;
- 7) Library Serials (Award):** award the proposal for library serials to **EBSCO Information Services** (Birmingham, AL), for the period beginning September 1, 2016 through August 31, 2017 with two one-year options to renew, at an amount of \$85,853.59;
- 8) Programmable DC Power Supply (Award):** award the proposal for programmable DC power supply to **Valuetronics International, Inc.** (Elgin, IL), at a total amount of \$10,045.00;
- 9) Purchase of Projectors (Award):** award the proposal for the purchase of projectors to **Audio Visual Aids Corp** (San Antonio, TX), at a total amount of \$13,790.00;
- 10) Security Cameras (Award):** award the proposal for security cameras to **Security Solutions of DFW** (Dallas, TX), at a total amount of \$50,654.00;
- 11) Welding Supplies (Award):** award the proposal for welding supplies for the period beginning October 1, 2016 through September 30, 2017 with two one-year options to renew, at an estimated amount of \$100,000.00, which is based on prior year expenditures. The vendors are as follows:
- **Alamo Iron Works** (Brownsville, TX)
 - **Matheson Trigas** (San Benito, TX)
 - **Praxair Distribution Incorporated** (Pharr, TX)
- 12) Audio Visual Equipment and Parts – V (Reject):** reject the proposals for audio visual equipment and parts – V due to federal requirements necessary in the solicitation and proposal documents;

B. Non – Instructional Items

13) Beverage Products (Renewal): renew the beverage products contract with **PepsiCo** (Hidalgo, TX), for the period beginning October 13, 2016 through October 12, 2017, at an estimated cost of \$50,000.00, which is based on prior year expenditures;

14) Maintenance and Repair Parts, Materials, and Supplies (Renewal): renew the maintenance and repair parts, materials, and supplies contracts for the period beginning August 30, 2016 through August 29, 2017, at an estimated amount of \$195,000.00, which is based on prior year expenditures. The vendors are as follows:

Burton Companies (Weslaco, TX)	Carrier Enterprise, LLC. (Pharr, TX)
Central Fence & Supply, Ltd. (Pharr, TX)	Central Plumbing & Electric Supply (Weslaco, TX)
Crawford Electric (Mission, TX)	Dealers Electrical Supply (McAllen, TX)
Ewing Irrigation (McAllen, TX)	Fairway Supply, Inc. (Austin, TX/La Feria, TX)
Ferguson Enterprises (Pharr, TX)	Johnson Supply (Pharr, TX)
Johnstone Supply (Pharr, TX)	Lopez Brothers Distribution, LLC./ dba Interstate Batteries (McAllen, TX)
Morrison Supply Company (McAllen, TX)	MSC Industrial Supply, Co. (Harlingen, TX)
PPG Architectural Finishes, Inc. (McAllen, TX)	R. E. Friedrichs Company (Pharr, TX)
Sherwin Williams Paint Company (McAllen, TX)	Trane US, Inc. (Weslaco, TX)
Wofford McAllen Armature Works, Inc. (McAllen, TX)	

C. Technology

15) Computers, Laptops, and Tablets (Purchase): purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX), and The Cooperative Purchasing Network (TCPN) approved vendor **CDW Government** (Vernon Hills, IL), in the total amount of \$162,392.11;

16) Local Telephone Service – McAllen Campuses (Purchase): purchase local telephone service – McAllen campuses from **AT&T Texas** (San Antonio, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$240,000.00;

17) Local Telephone Service – Mid Valley and Starr County Campuses (Purchase): purchase local telephone services – Mid Valley and Starr County campuses with **Frontier Communications of Texas** (Norwalk, CT), a sole source vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$84,100.00, which is based on prior year expenditures;

18) Server Enterprise Password Management Software Licenses (Purchase)

Purchase server enterprise password management software license from **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$66,035.20;

19) Course Management and Hosting Services (Renewal): renew the course management and hosting services with **Blackboard, Inc.** (Washington, DC), a sole source vendor, for the period beginning September 30, 2016 through September 29, 2017, at a total amount of \$580,920.00;

20) Network Hardware and Software Maintenance Agreement (Renewal): renew the network hardware and software maintenance agreement with **Insight Public Sector** (Tempe, AZ/McAllen, TX); a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at a total amount of \$155,000.00;

21) Oracle License Maintenance Agreement (Renewal): renew the Oracle license maintenance agreement with **Oracle America, Inc.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period September 1, 2016 through August 31, 2017, at a total amount of \$378,007.27.

The total for all proposal awards, rejection of a proposal, purchases, and renewals is \$2,602,479.45.

The Finance and Human Resources Committee recommended Board approval of the proposal awards, rejection of a proposal, purchases, and renewals as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposal awards, rejection of a proposal, purchases, and renewals as presented.

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College approves and authorizes the proposal awards, rejection of a proposal, purchases, and renewals as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

Review and Action as Necessary on Revision of Policies

Revise Policy #5460: *Internal Audit Function*

Revise Policy #5910: *Acceptance of Gifts and Bequests*

Approval of revision of policies is requested.

A. Revision

1. Revise Policy #5460: *Internal Audit Function*

Request for the revision to the policy is necessary for the following reasons:

- To comply with the International Standards for the Professional Practice of Internal Auditing which states in Attribute Standard 1000 “the purpose, authority, and responsibility of the internal audit activity should be formally defined in a charter, consistent with the Standards, and approved by the Board.”
- To delete the scope of audit services and include this scope in the Internal Audit Charter, provided separately for Board approval and adoption.

2. Revise Policy #5910: *Acceptance of Gifts and Bequests*

Request for the revision to the policy is necessary for the following reasons:

- To clarify the required approval for acceptance of gifts.
- To change the requirement for appraisal of gifts contributed to the College.
- To comply with Internal Revenue Service rules and regulations and Governmental Accounting Standard Board Statement No. 72 – Fair Value Measurement and Application.

The revised policies follow in the packet for the Board’s information and review. The additions to the policies are highlighted in yellow and the deletions are designated with a red strikeout.

The revised policies have been reviewed by staff, the President’s Cabinet, President’s Administrative Staff, Planning and Development Council (PDC) staff, and/or by Legal Counsel.

The Finance and Human Resources Committee recommended Board approval of the revision of policies as presented and which supersedes any previously adopted Board policy.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions of Policy #5460: *Internal Audit Function* and Policy #5910: *Acceptance of Gifts and Bequests* as presented and which supersedes any previously adopted Board policy.

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College approves and authorizes the proposed revisions of Policy #5460: *Internal Audit Function* and Policy #5910: *Acceptance of Gifts and Bequests* as presented and which supersedes any previously adopted Board policy.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

MANUAL OF POLICY

Title	Internal Audit Function	5460
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated December 17, 1998 As Amended by Board Minute Order dated July 26, 2016	

It is the policy of the College to maintain an internal audit function to review and appraise business activities, integrity of records, and effectiveness of operations of the College in accordance with the ~~Texas Internal Auditing Act and The~~ Institute of Internal Auditors *International* Standards *for the Professional Practice of Internal Auditing*. Technical competence of the internal audit staff will be maintained by appropriate continuing education. The internal audit function has full, free, and unrestricted access to any of the College's records (manual or electronic), property, and personnel relevant to any subject under review and is to exercise prudence in the use of these resources.

Internal audit *function* provides an independent review and appraisal of accounting, financial and other operations of any activity as a service to management. The objective of internal auditing is to assist the administration in the effective discharge of their responsibilities by furnishing objective analyses, appraisals, recommendations, and pertinent comments concerning the activities reviewed.

The scope of internal auditing will be defined by the Internal Audit *Charter* function. ~~The scope encompasses the examination and evaluation of the adequacy and effectiveness of the College's system of internal controls and the quality of performance in carrying out assigned responsibilities, including:~~

- ~~1. Reviewing the reliability and integrity of financial and operating information and the systems used to identify, measure, classify, and report such information.~~
- ~~2. Reviewing the systems established to ensure compliance with those policies, plans, procedures, laws and regulations which could have a significant impact on operations and reports and ascertaining the extent of compliance.~~
- ~~3. Ascertaining the extent to which College assets are accounted for and safeguarded from losses.~~
- ~~4. Appraising the economical and efficient use of resources.~~
- ~~5. Participating in the planning, design, development and implementation of major operational systems to determine whether adequate controls are incorporated in the systems.~~
- ~~6. Reviewing operations or activities to ascertain whether results are consistent with established objectives and goals and whether the operations or activities are being conducted as planned.~~
- ~~7. Recommending operating improvements.~~
- ~~8. Acting as liaison between the College and external auditors, including the review of their findings and the follow-up on corrective action taken.~~

~~Strikethrough denotes deletion~~
Italics denote addition

MANUAL OF POLICY

Title	Internal Audit Function	5460
Legal Authority	Approval of the Board of Trustees	Page 2 of 2
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated December 17, 1998 <i>As Amended by Board Minute Order dated July 26, 2016</i>	

- ~~10. Reviewing corrective action taken on internal audit findings.~~
- ~~11. Reviewing for the potential existence of fraud and abuse.~~
- ~~12. Reviewing compliance with guidelines for ethical professional conduct.~~

The Internal Audit Charter shall be reviewed and approved by the Board of Trustees on an annual basis.

The results of internal audit reviews shall be reported to the Vice President of Finance and Administrative Services, to the President, to the Board of Trustees' Finance, *Audit, and Human Resources* Committee and when appropriate, to other College offices administratively concerned with the internal audit function activity reviewed. A report of activities will be provided to the Board of Trustees' Finance, *Audit, and Human Resources* Committee, ~~at committee meetings.~~ A summary of the report shall be submitted to all other Board members. The report shall include:

- 1) Internal audit findings;
- 2) Internal audit recommendations;
- 3) Management responses; *and*
- ~~4) Corrective action taken by management;~~
- ~~5) Auditor verification regarding corrective action~~
- 4) Dates of implementation of audit recommendation(s);*

The Internal Auditor verifies corrective action has been taken by management and reports on the corrective action to the Board of Trustees' Finance, Audit, and Human Resources Committee.

The College will conform with *International Standards for the Professional Practice of Internal Auditing, including the Definition of Internal Auditing, and the Code of Ethics* ~~Standards for the Professional Practice of Internal Auditing, generally accepted governmental auditing standards, the Certified Internal Auditor Code of Professional Ethics, and the Statement of Responsibilities of Internal Auditing,~~ as promulgated and periodically revised by the Institute of Internal Auditors.

~~Strikethrough denotes deletion~~
Italics denote addition

MANUAL OF POLICY

Title	Acceptance of Gifts and Bequests	5910
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated November 19, 1998 As Amended by Board Minute Order dated July 26, 2016	

The College may accept gifts and bequests of land; facilities; items of personal property such as books, equipment, training aids, money, stocks and bonds which may be converted into money, materials, or other items of value which may aid in the accomplishment of the mission of the College. Items received must have a current or foreseeable future use. The operation and maintenance cost for the gifts must be within current budgeted funds.

The donor of gifts or bequests must specify the use for which the gift or bequest is intended. *Proposed gifts of property and tangible personal property must be evaluated to determine whether the costs to the College associated with receiving the gift can be accommodated prudently. Such evaluations might include the possible cost of transportation to the College, storage costs while making adequate campus space available, cost of maintenance, repair and insurance and cost of disposal.* If the gift or bequest may be used at the discretion of the College for general purposes the donor should so state. ~~Gifts or bequests of personal property such as books, equipment, training aids and livestock with unusual long-term restrictions on their future use and ultimate disposition should not be accepted. The validity of donor restrictions will be determined at the lowest level of acceptance authority.~~

The President may accept money or negotiable instruments for the establishment of endowment, agency, loan or scholarship funds. A letter of conveyance from the donor must be obtained stating the purpose for which the donation is to be used and in the case of money or negotiable instruments state how the principal and/or income from the funds will be used. If unrestricted, it should be so stated. A copy of the donation agreement or letter will be forwarded to and be retained on file by the Comptroller. Where money or negotiable instruments are donated, notification of such funds will be forwarded to the Comptroller for investment and administration. A permanent reference file of all such agreements and conveyances will be maintained in the designated office.

Legal and ethical requirements prohibit the College from appraising gifts. This protects both the donor and the College. Such appraisals are to be conducted by certified, independent appraisers, and the cost shall be the donor's responsibility, except as agreed upon by the College Department. All appraisals of real and personal property contributed to the College shall be done in accordance with Internal Revenue Service rules and regulations.

Acknowledgements *Acceptance Approvals* will be made as follows:

Gifts of land or facilities, *and all other donations valued over \$100,000 require approval* by the Board of Trustees;

Gifts of money, negotiable instruments, *books, materials* or major items of equipment or material (*valued up to and including \$100,000*) *require approval* by the President;

Strikethrough denotes deletion
Italics denote additions

MANUAL OF POLICY

Title	Acceptance of Gifts and Bequests	5910
Legal Authority	Approval of the Board of Trustees	Page 2 of 2
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated November 19, 1998 <i>As Amended by Board Minute Order dated July 26, 2016</i>	

~~Gifts of equipment, books or materials, (value up to and including \$100,000) by the President. Larger gifts may be accepted with Board approval.~~

The College does not provide legal, accounting, tax, or other such advice to donors. Each donor is ultimately responsible for ensuring their proposed gift meets and furthers their charitable, financial, and estate planning goals. As such, each donor is encouraged to meet with a professional advisor before making any gift to the College.

Strikethrough denotes deletion
Italics denote additions

Review and Action as Necessary on Internal Audit Charter

Approval of the Internal Audit Charter for the period of September 1, 2016 through August 31, 2017 is requested.

Purpose – An Internal Audit Charter is required by the Institute of Internal Auditors (IIA) *Standards*. Specifically IIA Attribute Standard 1000 states that “The purpose, authority, and responsibility of the internal audit activity must be formally defined in an Internal Audit Charter, consistent with the Definition of Internal Auditing, the Code of Ethics, and the *Standards*. The chief audit executive must periodically review the Internal Audit Charter and present it to senior management and the board for approval.”

Justification – Approval of the Internal Audit Charter aligns South Texas College’s internal audit function with the IIA *Standards* as prescribed in Manual of Policy 5460.

Background – The Internal Audit Charter is a formal document that defines the internal audit activity’s purpose, authority, and responsibility. The charter establishes the internal audit activity’s position within the organization, including the nature of the internal auditor’s functional reporting relationship with the board; authorizes access to records, personnel, and physical properties relevant to the performance of engagements; and defines the scope of internal audit activities. Final approval of the Internal Audit Charter resides with the board.

Dr. Shirley A. Reed, President, Mary Elizondo, Vice President for Finance and Administrative Services, and Khalil Abdullah, Internal Auditor, will attend the Board meeting to address any questions by the Trustees.

The Finance and Human Resources Committee recommended Board approval of the Internal Audit Charter effective July 27, 2016 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Internal Audit Charter effective July 27, 2016, as presented.

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College approves and authorizes the Internal Audit Charter effective July 27, 2016, as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

**SOUTH TEXAS COLLEGE
INTERNAL AUDIT CHARTER
EFFECTIVE JULY 26, 2016**

Internal Auditing is an independent and objective assurance and consulting activity that is guided by a philosophy of adding value to improve the operations of the College. It assists the College in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the organization's risk management, governance, and internal controls.

AUTHORITY

The internal audit function, with strict accountability for confidentiality and safeguarding records and information, is authorized full, free, and unrestricted access to any and all of the College's property, records (manual or electronic), and personnel pertinent to carrying out authorized engagements. All employees are requested to assist the internal audit function in fulfilling its roles and responsibilities. The internal audit function will also have free and unrestricted access to executive management and the Board of Trustees' Finance, Audit, and Human Resources Committee.

INDEPENDENCE & OBJECTIVITY

The internal audit function will remain free from interference by any element in the organization, including matters of audit selection, scope, procedures, frequency, timing, or report content to permit maintenance of a necessary independent and objective mental attitude. Internal auditors will have no direct operational responsibility or authority over any of the activities audited. Accordingly, they will not implement internal controls, develop procedures, install systems, prepare records, or engage in any other activity that may impair the internal auditor's independence or objectivity. Internal auditors are not authorized to perform any operational duties, initiate or approve accounting transactions external to the internal audit function, or direct the activities of any employee not employed by the internal audit function, except to the extent such employees have been appropriately assigned to auditing teams or otherwise assist the internal audit function. Internal auditors must exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors must make a balanced assessment of all the relevant circumstances and not be unduly influenced by their own interests or by others in forming judgments.

SCOPE OF ACTIVITIES

Assurance Services are objective examinations of evidence for the purpose of providing an independent assessment. The scope of work for assurance services is to determine whether the College's risk management, governance, and control processes as designed and represented by management, is adequate and functioning in a manner to help ensure:

- Risks are appropriately identified and managed;
- Significant financial, managerial, and operating information is accurate, reliable, and timely;

SCOPE OF ACTIVITIES (Cont.)

- Employees' actions are in compliance with policies, standard, procedures, and applicable laws and regulations;
- Resources are acquired economically, used efficiently, and adequately protected;
- Established objectives and goals are met and whether operations or activities are being conducted as planned;
- Quality and continuous improvement are fostered in the institution's control process.

Consulting Services are advisory and include other service activities such as counsel, advice, facilitation, training, and participation on standing or temporary management committees or project teams. The objective of consulting services is to add value in the development or modification of organization processes, procedures, and controls to minimize risk and achieve department objectives.

ORGANIZATION

The Internal Auditor will report functionally to the President and the Board of Trustees' Finance, Audit, and Human Resources Committee and administratively (i.e. day to day operations) to the Vice President of Finance and Administrative Services. Examples of functional reporting involves:

- Approving the internal audit charter;
- Approving the risk based annual audit plan;
- Approving the internal audit budget and resource plan;
- Receiving communications from the Internal Auditor on the internal audit activity's performance relative to its plan and other matters; and
- Making appropriate inquiries of management and the Internal Auditor to determine whether there are inappropriate scope or resource limitations.

STANDARDS OF AUDIT PRACTICE

The Institute of Internal Auditors (IIA's) International Standards for the Professional Practice of Internal Auditing, the IIA's Code of Ethics, and Generally Accepted Government Auditing Standards (GAGAS) shall serve as guidelines for internal auditing activities. The International Standards for the Professional Practice of Internal Auditing are principles-focused, mandatory requirements consisting of Attribute and Performance Standards. Attribute Standards address the attributes of organizations and individuals performing internal auditing. The Performance Standards describe the nature of internal auditing and provide quality criteria against which the performance of these services can be measured.

RESPONSIBILITIES

The Internal Auditor has a responsibility to:

- Develop a flexible, annual work plan using an appropriate risk-based methodology, including any risks or control concerns identified by management, and submit that plan to

RESPONSIBILITIES (Cont.)

the President, and the Board of Trustees' Finance, Audit, and Human Resources Committee for review and approval as well as periodic updates;

- Implement the annual work plan, as approved by the Finance, Audit, and Human Resources Committee;
- Issue periodic reports to the President and the Finance, Audit, and Human Resources Committee summarizing results of audit activities, annual work plans, sufficiency of office resources, and emerging trends and successful practices in internal auditing;
- Review systems to verify compliance with established policy, procedures, and applicable regulations;
- Review compliance with guidelines for ethical professional conduct.
- Maintain a follow-up process to monitor management actions on reported engagement observations and whether recommendations have been effectively implemented;
- Identify indicators of fraud and facilitate the investigation of suspected fraudulent activities within the organization;
- Act as liaison between the College and external auditors, including the review of their findings and the follow-up on necessary corrective action;
- Identify necessary training to improve the knowledge, skills, and competencies necessary for the internal auditors to have sufficient proficiency for auditing with the organization and maintaining professional certifications;
- Obtain competent advice and assistance necessary for the engagement when needed or decline the engagement;
- Ensure that an external review of the internal audit function in accordance with the Standards is conducted at least once every five years.
- Evaluate specific operations at the request of the Finance, Audit, and Human Resources Committee or the President, as appropriate.

QUALITY ASSURANCE AND IMPROVEMENT PROGRAM

The internal audit function will maintain a quality assurance and improvement program that covers all aspects of the internal audit activity. The program will include an evaluation of the internal audit function's conformance with the Definition of Internal Auditing and the IIA Standards and an evaluation of whether internal auditors apply the Code of Ethics. The program also assesses the efficiency and effectiveness of the internal audit function and identifies opportunities for improvement. The Internal Auditor will communicate to senior management and the Finance, Audit, and Human Resources Committee on the internal audit activity's quality assurance and improvement program, including results of ongoing internal assessments and external assessments conducted at least every five (5) years.

The results of internal audit reviews as well as a report on Internal Audit's activities shall be presented to the President, and the Board of Trustees' Finance, Audit, and Human Resources Committee. A summary of the report shall be submitted to all other Board members. The report shall include:

- 1) Internal audit finding(s);
- 2) Internal audit recommendation(s);
- 3) Management response(s);
- 4) Date of implementation of audit recommendation(s).

The Internal Auditor verifies corrective action has been taken by management and reports on the corrective action to the Board of Trustees' Finance and Human Resources Committee.

Khalil M. Abdullah, MAcc, CIA, CPA, CGAP
Internal Auditor

Date

Maria G. Elizondo, MBA, CFE, CGMA, CPA
Vice President for Finance and Administrative Services

Date

Dr. Shirley A. Reed, M.B.A., Ed.D
President

Date

Paul R. Rodriguez
Chairman, Finance, Audit, and Human Resources Committee

Date

Dr. Alejo Salinas, Jr.
Chair, Board of Trustees

Date

Review and Action as Necessary on Disposal of Surplus Property

Approval to dispose of surplus property valued at \$1,000 and over through a live auction is requested.

Purpose – The Fixed Assets Department is requesting the disposal through a live auction of surplus property valued at \$1,000 and over.

Justification and Benefit – It is necessary to dispose of obsolete, damaged, and not functioning property for safety purposes and due to the lack of storage area for surplus property.

Background – The surplus property goes through an evaluation process by the departments to determine if the items are damaged beyond repair and unable to be utilized district wide. After this evaluation process, the department submits a request to have the property removed from the department and relocated to the Shipping and Receiving Warehouse for auction.

The auction items are located at the South Texas College Receiving Department, 3700 W. Military Hwy., McAllen, TX. The auction will be scheduled for the month of August at the auctioneers' site due to lack of space at the Central Receiving Warehouse.

The items valued over \$1,000 are included in the College's inventory through the Banner system.

Enclosed Documents - The listing of the items to be auctioned follows in the packet for the Committee's review and information.

The Finance and Human Resources Committee recommended Board approval of the disposal of surplus property valued at \$1,000 and over through a live auction as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the disposal of surplus property valued at \$1,000 and over through a live auction as presented.

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College approves and authorizes the disposal of surplus property valued at \$1,000 and over through a live auction as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

**SOUTH TEXAS COLLEGE
SURPLUS PROPERTY AT \$1,000 AND OVER
JULY 26, 2016**

Pallet	Qty	Description	Serial Number	Silver Tag	Green Tag	Purchase Date	Amount	Net Value	Ptag	Condition
1	1 ea	JohnsonDiversey Trailblazer Floor Applicator		20018		10/6/2009	\$ 1,050.00		N00019726	Obsolete
2	1 ea	Patient Care Simulator		0000007011		6/25/2002	\$ 2,091.57		000008290	Incomplete
3	1 ea	Lincoln Electric Ideal Arc 250 Welder	U1100203923	18725	5000010936	5/4/2010	\$ 1,652.00		N00017917	Damage
4	1 ea	Lincoln Electric Ideal Arc 250 Welder	U1080202097	14369		8/4/2010	\$ 1,868.00		N00021654	Damage
5	1 ea	Lincoln Electric Ideal Arc 250 Welder	U1080108908	16434		8/4/2010	\$ 1,868.00		N00021657	Damage
6	1 ea	Lincoln Electric Ideal Arc 250 Welder	U1071206602	14334		8/4/2010	\$ 1,868.00		N00021651	Damage
7	1 ea	Yamaha MLC-100 Music Laboratory System	0001645	2152		8/31/1998	\$ 1,460.00		000002534	Obsolete
8	1 ea	Panasonic AG-MX70 Digital Audio Visual Mixer	L4TVA0004	0000010809	5000006688	2/23/2005	\$ 7,248.69	\$ -	000011233	Incomplete
9	1 ea	Bosch Tech 2 Scanner with Case	3520A00855	19984		4/14/2000	\$ 2,003.31		000004383	Incomplete
10	1 ea	Canon RE-455X Visualizer Camera	5250100114	14952		6/27/2006	\$ 1,368.00		N00014792	Incomplete
44	1 ea	Hill-Rom Advanced Series Retractable Bed	110547M08A	0000002959		2/5/1999	\$ 1,983.67		000003008	Obsolete
45	1 ea	Index Braille Embosser	39370 / 2008-09-03	18570		6/5/2009	\$ 3,710.70		N00019307	Obsolete
46	1 ea	Board Only of Steel Shelving with Canopy		4177		5/24/2000	\$ 1,965.54		000004681	Incomplete
47	1 ea	Board Only of Steel Shelving with Canopy		4172		5/24/2000	\$ 1,965.54		000004676	Incomplete
48	1 ea	Canon RE-455X Visualizer Presenter	5310100156	16007		5/1/2007	\$ 1,341.65		N00015496	Damage
49	1 set	PACE MBT250 Solder/Desolder System	01170440	0000001539	5000000080	4/16/1998	\$ 1,494.90		000002155	Incomplete
50	1 set	PACE MBT250 Solder/Desolder System	01170451	0000001536	5000000082	4/16/1998	\$ 1,494.90		000002159	Incomplete
51	1 set	PACE MBT250 Solder/Desolder System	01170443	0000001541	5000000084	4/16/1998	\$ 1,494.90		000002158	Incomplete
52	1 set	PACE MBT250 Solder/Desolder System	01-13-0338	0000001285		8/31/1997	\$ 1,495.00		000001894	Incomplete
53	1 set	PACE MBT250 Solder/Desolder System	01-13-0339	0000001284		8/31/1997	\$ 1,519.00		000001893	Incomplete
54	1 set	PACE MBT250 Solder/Desolder System	01170446	0000001535	5000000078	4/16/1998	\$ 1,494.90		000002150	Incomplete
55	1 set	PACE MBT250 Solder/Desolder System	01170450	0000001537	5000000081	4/16/1998	\$ 1,494.90		000002154	Incomplete
56	1 set	PACE MBT250 Solder/Desolder System	01170445	0000001534	5000000079	4/16/1998	\$ 1,494.90		000002151	Incomplete
57	1 set	PACE MBT250 Solder/Desolder System	01170449	0000001542	5000000077	4/16/1998	\$ 1,494.90		000002153	Incomplete
58	1 set	PACE MBT250 Solder/Desolder System	01170444	0000001543	5000000076	4/16/1998	\$ 1,494.90		000002152	Incomplete
59	1 set	PACE MBT250 Solder/Desolder System	01170448	0000001540	5000000083	4/16/1998	\$ 1,494.90		000002157	Incomplete
60	1 ea	Snap-On NT2500 Diagnostic Scanner System	SUF5S098204523	0000001532	5000002330	6/23/1998	\$ 1,571.25		000002257	Incomplete
61	1 ea	Snap-On NT2500 Diagnostic Scanner System	SOF5S098204527	0000001531	5000000129	6/23/1998	\$ 1,571.25		000002256	Incomplete
62	1 ea	Bosch Tech2 Scanner System	3928A42191	19983		4/14/2000	\$ 1,995.00		000004337	Incomplete
63	1 ea	Canon VC-C3 Communication Camera	7BW100184	0000002362		12/9/1998	\$ 1,250.00		000002937	Incomplete
64	1 ea	Canon VC-C3 Communication Camera	84W101773	0000002361		12/9/1998	\$ 1,250.00		000002936	Incomplete
65	1 ea	Alpha Big Dot 330C Sign	AG6584	0000007483		12/11/2002	\$ 1,769.00		000008998	Damage
66	1 ea	Alpha Big Dot 330C Sign	AG3248	0000002647		6/11/1999	\$ 1,530.00		000003539	Damage
67	1 ea	Millermatic 252 Welder	LJ110359B	14416	5000006321	4/7/2008	\$ 1,655.00		N00016489	Obsolete
68	1 ea	Millermatic 252 Welder	LJ110358B	14417	5000006322	4/7/2008	\$ 1,655.00		N00016490	Obsolete
69	1 ea	Millermatic 252 Welder	LJ110355B	14415	5000006323	4/7/2008	\$ 1,655.00		N00016491	Obsolete
70	1 ea	Millermatic 251 or Lincoln Electric Welder	1020624297	7862		11/11/2002	\$ 1,584.00		000008939	Obsolete
71	1 ea	AO Smith Hot Water Heater	0902M000997	18628		7/1/2009	\$ 1,580.71		N00019382	Obsolete
72	1 ea	Honda Exe390 Power Washer	10144396	0000010111		10/1/2004	\$ 2,049.00		000010664	Obsolete
73	1 pallet	Speed Queen Washer and Dryer		18324		1/21/2010	\$ 2,099.00		N00019788	Obsolete
74	1 pallet	Car Part Cleaner Machine	GTP00333T51001F	6348	5000003519	12/13/2001	\$ 4,960.00		000007727	Obsolete
75	1 ea	Salvajor 500 Food Waste Disposal	16218	17761		11/21/2008	\$ 2,897.70		N00017285	Damaged
76	1 pallet	Pro Cut Car Lathe	VBG-22056	0000007777	5000003836	6/24/2002	\$ 3,901.50		000007804	Incomplete
77	1 pallet	Pro Cut Car Brake Lathe	VBG-20596	0000002943		2/2/1999	\$ 4,995.00		000003133	Incomplete
78	1 ea	Fluke 98 Automotive Scope Meter	DM7620033	0000004116		7/7/2000	\$ 1,429.99		000004752	Obsolete
79	1 ea	Fluke 98 Automotive Scope Meter	DM7620060	0000004117		7/7/2000	\$ 1,429.99		000004753	Obsolete
80	1 ea	Vetronix Tech 2	S0211V07381	0000006875		4/8/2002	\$ 2,876.00		000007646	Obsolete
81	1 ea	Bosch Oscilloscope 200V Engine Analyze	0949V01203	18798		3/3/2010	\$ 6,729.93	\$2,580.01	N00017860	Obsolete
82	1 ea	Tandverg 1533 AB Cart		0000004869		8/31/2000	\$ 27,640.07		000005726	Damaged
83	1 ea	Braille Blazer BB2-1	7278	0000008107		12/6/2002	\$ 2,429.00		000008913	Obsolete
84	1 ea	C-Tech Fiber Optic Set		0000006805		3/6/2002	\$ 1,345.00		000007678	Obsolete
85	1 ea	C-Tech Fiber Optic Set		0000006802		3/6/2002	\$ 1,345.00		000007675	Obsolete
86	1 ea	C-Tech Fiber Optic Set		0000006803		3/6/2002	\$ 1,345.00		000007676	Obsolete
87	1 ea	C-Tech Fiber Optic Set		0000006800		3/6/2002	\$ 1,345.00		000007673	Obsolete
88	1 ea	Rand McNally World Map		34083		8/20/1998	\$ 1,179.20		000002444	Obsolete

	Capital Asset
	Grant Funded Asset
	Capital and Grant Funded Asset

**SOUTH TEXAS COLLEGE
SURPLUS PROPERTY AT \$1,000 AND OVER
JULY 26, 2016**

Pallet	Qty	Description	Serial Number	Silver Tag	Green Tag	Purchase Date	Amount	Net Value	Ptag	Condition
89	1 ea	AMS 924D X-Ray Equipment	6762E21343	0000001915	5000000164	8/31/1998	\$ 2,400.00		000002560	Obsolete
90	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		4684		8/29/03	\$ 2,303.17	\$ -	000009338	Obsolete
91	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		7837		8/29/03	\$ 2,303.17	\$ -	000009340	Obsolete
92	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		4586		8/29/03	\$ 2,303.17	\$ -	000009339	Obsolete
93	1 ea	Shelve-bone color metal/wood 2 section double sided floor unit		8287		8/29/03	\$ 1,202.81	\$ -	000009367	Obsolete
94	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		8276		8/29/03	\$ 2,303.17	\$ -	000009345	Obsolete
95	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		8277		8/29/03	\$ 2,303.17	\$ -	000009346	Obsolete
96	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		7834		8/29/03	\$ 2,303.17	\$ -	000009359	Obsolete
97	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		7830		8/29/03	\$ 2,303.17	\$ -	000009360	Obsolete
98	1 ea	Shelve -bone color metal/wood 3 section double sided floor unit		8285		8/29/03	\$ 1,559.32	\$ -	000009365	Obsolete
99	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		4181		5/24/00	\$ 4,991.30	\$ -	000004666	Obsolete
100	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		27330		5/27/16	\$ 1,000.00	\$ -	N00024468	Obsolete
101	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		27329		5/27/16	\$ 1,000.00	\$ -	N00024467	Obsolete
102	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		4184		5/24/00	\$ 4,991.28	\$ -	000004669	Obsolete
103	1 ea	Shelve-long bone color metal/wood 8 section wall unit		20467		5/27/16	\$ 1,000.00	\$ -	N00024470	Obsolete
104	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		8272		8/29/03	\$ 2,303.17	\$ -	000009341	Obsolete
105	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		8273		8/29/03	\$ 2,303.17	\$ -	000009342	Obsolete
106	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		8274		8/29/03	\$ 2,303.17	\$ -	000009343	Obsolete
107	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		8275		8/29/03	\$ 2,303.17	\$ -	000009344	Obsolete
108	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		5868		8/29/03	\$ 2,303.17	\$ -	000009357	Obsolete
109	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		7833		8/29/03	\$ 2,303.17	\$ -	000009358	Obsolete
110	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		27331		5/27/16	\$ 1,000.00	\$ -	N00024469	Obsolete
111	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		4183		5/24/00	\$ 4,991.28	\$ -	000004668	Obsolete
112	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		4182		5/24/00	\$ 4,991.28	\$ -	000004667	Obsolete
113	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		8280		8/29/03	\$ 2,303.17	\$ -	000009349	Obsolete
114	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		8281		8/29/03	\$ 2,303.17	\$ -	000009350	Obsolete
115	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		8282		8/29/03	\$ 2,303.17	\$ -	000009351	Obsolete
116	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		8283		8/29/03	\$ 2,303.17	\$ -	000009352	Obsolete
117	1 ea	Shelve-long bone color metal/wood 8 section wall unit		20468		5/27/16	\$ 1,000.00	\$ -	N00024471	Obsolete
118	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		8284		8/29/03	\$ 2,303.17	\$ -	000009353	Obsolete
119	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		8288		8/29/03	\$ 2,303.17	\$ -	000009354	Obsolete
120	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		8289		8/29/03	\$ 2,303.17	\$ -	000009355	Obsolete
121	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		7835		8/29/03	\$ 2,303.17	\$ -	000009356	Obsolete
122	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		4180		5/24/00	\$ 4,991.30	\$ -	000004665	Obsolete
123	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		4186		5/24/00	\$ 4,991.28	\$ -	000004671	Obsolete
124	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		4185		5/24/00	\$ 4,991.28	\$ -	000004670	Obsolete
125	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		8278		8/29/03	\$ 2,303.17	\$ -	000009347	Obsolete
126	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		8279		8/29/03	\$ 2,303.17	\$ -	000009348	Obsolete
127	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		7832		8/29/03	\$ 2,303.17	\$ -	000009361	Obsolete
128	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		8301		8/29/03	\$ 2,303.17	\$ -	000009364	Obsolete
129	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		8302		8/29/03	\$ 2,303.17	\$ -	000009363	Obsolete
130	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		8303		8/29/03	\$ 2,303.17	\$ -	000009362	Obsolete
131	1 ea	Shelve-bone color metal/wood 2 section double sided floor unit		8286		8/29/03	\$ 1,202.81	\$ -	000009366	Obsolete
132	2 ea	Magazine wood/bone color metal double sided shelves 1 single sided		150		8/31/93	\$ 1,359.60	\$ -	000001017	Obsolete
133	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		7836		8/29/03	\$ 1,545.30	\$ -	000009374	Obsolete
134	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		7791		8/29/03	\$ 1,545.30	\$ -	000009376	Obsolete
135	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		7786		8/29/03	\$ 1,545.30	\$ -	000009373	Obsolete
136	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		8306		8/29/03	\$ 1,545.30	\$ -	000009378	Obsolete
137	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		8307		8/29/03	\$ 1,545.30	\$ -	000009379	Obsolete
138	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		8305		8/29/03	\$ 1,545.30	\$ -	000009377	Obsolete
139	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		8313		8/29/03	\$ 1,545.30	\$ -	000009385	Obsolete
140	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		27312		8/29/03	\$ 1,545.30	\$ -	000009375	Obsolete
141	1 ea	Shelve-bone color metal/wood 5 section double sided floor unit		8310		8/29/30	\$ 1,545.30	\$ -	000009382	Obsolete

	Capital Asset
	Grant Funded Asset
	Capital and Grant Funded Asset

Review and Action as Necessary to Renew the External Auditor Services

Approval to renew the contract with Long Chilton, LLP. (McAllen, TX) for the external financial auditor services for the fiscal year ending August 31, 2016 is requested.

Purpose – The external auditor services contract renewal is requested to perform the College’s annual financial audit and issue an opinion on the financial statements prepared by the College Business Office staff. The audited Comprehensive Annual Financial Report (CAFR) must be submitted annually to the Texas Higher Education Coordinating Board by December 31st.

Justification – The Vice President for Finance and Administrative Services and the Comptroller are requesting the contract renewal for external auditors to start the interim audit work related to the financial audit prior to fiscal year end.

Background - The Board awarded the contract for the external auditor services at the July 28, 2015 Board of Trustees meeting for one year with four one-year annual renewals. The first renewal period will be for the fiscal year ending August 31, 2016.

Award	Board Meeting Date	Original Term	Renewal Term	Audit Period
Original	7/28/15	9/1/15 - 8/31/16	4 – one year options	9/01/14 – 8/31/15
1 st Renewal	7/26/16		9/1/16 – 8/31/17	9/01/15 – 8/31/16

Long Chilton LLP has complied with all the terms and conditions of the contract and their services have been satisfactory. Long Chilton, LLP has performed the College’s annual financial audit since FY 1994-1995. Mr. Randy Sweeten, CPA, serves as the audit engagement partner.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will attend the Board meeting to address any questions by the Trustees.

Funding Source - Expenditures are budgeted in the Audit Services budget for FY 2015 - 2016 budget and FY 2016 - 2017.

The Finance and Human Resources Committee recommended Board approval to renew the contract with Long Chilton, LLP. for the external financial auditor services at a cost of approximately \$120,000.00 for the fiscal year ending August 31, 2016 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the renewal of the contract with Long Chilton, LLP. for the external financial auditor services at a cost of approximately \$120,000.00 for the fiscal year ending August 31, 2016 as presented.

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College approves and authorizes the renewal of the contract with Long Chilton, LLP. for the external financial auditor services at a cost of approximately \$120,000.00 for the fiscal year ending August 31, 2016 as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

Review and Action as Necessary on Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council

Approval of the Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for the period beginning September 1, 2016 through August 31, 2017 is requested.

Purpose – The Interlocal Agreement for the Jag Express Intercampus Transportation Services ends on August 31, 2016. The College will continue operating the Circulator (Yellow) and Park & Ride routes. The Circulator route provides transportation between the College’s Pecan Campus, Technology Campus and Nursing and Allied Health Campus. The Park & Ride routes provides transportation between the Park & Ride Facility directly to and from Pecan Campus Building A. The total net costs to the College are as presented below but may be reduced upon potential contributions from City of Weslaco and Economic Development of Weslaco in the amount of \$78,292.

	Amount
Total Operating Cost for System	\$979,715
Less Contributions	
State/Federal Operating	(509,197)
Lower Rio Grande Valley Development Council Match	(40,000)
Total Net Cost to STC	\$430,518
STC In-Kind and Direct Expenditures	287,700
STC Payment to LRGVDC	142,818
Total Net Cost to STC	\$430,518

Costs by transportation routes are as follows:

Transportation Routes	Total Operating Cost for System	Contributions	STC In-Kind & Direct Expenditures	STC Payment to LRGVDC
Mid Valley (Purple)	\$166,235	\$87,651	\$0	\$78,584
Starr (Green)	410,880	256,646	90,000	64,234
Circulator (Yellow)	231,000	117,300	113,700	0
Park & Ride	171,600	87,600	84,000	0
Total	\$979,715	\$549,197	\$287,700	\$142,818

The State/Federal Contributions in the amount of \$509,197 paid to LRGVDC represent 50 percent of operating expenses, such as fuel, bus driver salaries and benefits, and

vehicle insurance, and 80 percent of expenses related to preventive maintenance such as tire maintenance, full service oil changes, vehicle battery replacement, and yearly vehicle state inspection.

In Fiscal Year 2016, the cost to the College totaled to \$422,905 for the Jag Express Intercampus Transportation Services. The College also received contributions from the City of Weslaco and the Economic Development Corporation of Weslaco, in the amounts of \$39,236 and \$39,000 respectively.

The increase of \$7,613 between the prior fiscal year cost of \$422,905 and the current fiscal year cost of \$430,518 is due primarily to the addition of three new buses. The three new buses will supplement the existing Circulator and Park & Ride routes due to the increased ridership volume.

Justification - The Interlocal Agreement is intended to establish an intercampus bus route to serve all of the College's campuses. The bus routes will benefit students, faculty, and staff of South Texas College and thereby serve the goals of both organizations by facilitating access to the College and its educational programs and to increase use of public transportation in the area.

The bus routes are provided free of charge to the students, faculty, and staff of South Texas College by presentation of an official identification (ID) card. The presentation of ID cards will be recorded by LRGVDC to track usage of the service.

The responsibilities of South Texas College in this Agreement will be to:

- 1) To operate and maintain six buses owned by the College and three buses leased from LRGVDC for the Circulator (yellow) and Park & Ride transportation routes during the College's business days and hours of service according to a schedule;
- 2) To promote ridership by College students, faculty and staff (promotion efforts will include publicizing the service through newsletters, email notifications, signage at special events and semester registration, and other means it determines would be beneficial to increase participation and raise awareness of the service); and
- 3) To designate boarding locations at each campus with appropriate signage at each of its campus stop locations.

Funding Source - Funds for this expenditure are budgeted in the Student Transportation Services budget for FY 2016-2017.

Reviewers – The Interlocal Agreement was reviewed by Mr. Tom Logan, Director of Valley Metro at the Lower Rio Grande Valley Development Council, the College's Legal Counsel, Vice President for Finance and Administrative Services, Chief Administrator for Department of Public Safety, and Comptroller.

Enclosed Documents - A copy of the Interlocal Agreement, the Ridership Report, the transportation schedule, and the Valley Metro Routes accompany the packet under separate cover for the Board's information and review.

Presenters – A representative from the Lower Rio Grande Development Council (LRGVDC) will present the information on this initiative. Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the July 26, 2016 Regular Board Meeting to address any questions by the Trustees.

The Finance and Human Resources Committee recommended Board approval of the proposed Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC), contingent upon receipt of contributions by the City of Weslaco and the Economic Development Corporation of Weslaco as outlined in the Interlocal Agreement, to the LRGVDC as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC), contingent upon receipt of contributions by the City of Weslaco and the Economic Development Corporation of Weslaco as outlined in the Interlocal Agreement, to the LRGVDC as presented.

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College approves and authorizes the proposed Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC), contingent upon receipt of contributions by the City of Weslaco and the Economic Development Corporation of Weslaco as outlined in the Interlocal Agreement, to the LRGVDC as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

See the supplemental packet for:

- the Interlocal Agreement
- the Ridership Report
- the transportation schedule
- the Valley Metro Routes

Review and Action as Necessary on Approval of Assignment and Renewal of Financial Advisor Services Agreement

Approval of assignment and renewal of contract for financial advisor for the fiscal year ending August 31, 2017, with Hilltop Securities, Inc. is requested.

Purpose – The financial advisor renders services to the College by providing independent and professional advice regarding the authorization and issuance of indebtedness in various amounts and forms, and in connection with the authorization, sale, issuance and delivery of such indebtedness, and other financial matters.

Justification – Continuation of financial advisory services on various financial matters from Hilltop Securities, Inc. to the College are proposed. The financial advisor is registered with the Securities Exchange Commission and Municipal Securities Rulemaking Board, as required by the Dodd-Frank Act.

Background – The College signed an agreement with First Southwest Company on March 25, 2004, for the period beginning April 1, 2004 and ending March 31, 2009. The College subsequently modified the renewal anniversary date to August 31, 2009 so that it would coincide with the College's fiscal year end. On February 26, 2013 the Board of Trustees approved the First Amendment to Financial Advisory Agreement which indicated that, effective April 1, 2013, the anniversary date for renewals would be September 1 of each year. On July 28, 2015, a renewal of the agreement with First Southwest for the period beginning September 1, 2015 and ending August 31, 2016 was approved by the Board of Trustees.

The College was notified that effective January 22, 2016, First Southwest Company, LLC, merged with Hilltop Securities Inc. As the surviving entity, Hilltop Securities assumed all rights and obligations of First Southwest pursuant to the merger agreement. This includes assumption of the rights and obligations of the agreement First Southwest entered into with South Texas College. A copy of the letter from Hilltop Securities Inc. General Counsel describing the merger with and into Hilltop Securities Inc. follows in the packet.

Under the financial advisor services agreement, either party must notify the other party in writing at least thirty (30) days in advance of the applicable anniversary date if the agreement will not be renewed. Otherwise, the agreement will be automatically renewed on the fifth anniversary of the date thereof for an additional one (1) year period and thereafter will be automatically renewed on each anniversary date for successive one (1) year periods.

Funding Source – The fee schedule remains the same and fees are payable only upon issuance of bonds as approved by the Board of Trustees. Otherwise, there is no annual charge to the College for financial advisory services.

Reviewers – Agreement was reviewed by the Vice President for Finance and Administrative Services, Comptroller, and Purchasing Department.

Enclosed Documents – A copy of the amended and modified agreement follows in the packet for the Committee's information and review.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the July 26, 2016 Regular Board Meeting to address any questions by the Trustees.

The Finance and Human Resources Committee recommended Board approval of the assignment and renewal of the financial advisor services agreement with Hilltop Securities, Inc., assumed from First Southwest Company, for an additional term beginning September 1, 2016 and ending August 31, 2017, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the assignment and renewal of the financial advisor services agreement with Hilltop Securities, Inc., assumed from First Southwest Company, for an additional term beginning September 1, 2016 and ending August 31, 2017, as presented.

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College approves and authorizes the assignment and renewal of the financial advisor services agreement with Hilltop Securities, Inc., assumed from First Southwest Company, for an additional term beginning September 1, 2016 and ending August 31, 2017, as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

Finance and Administrative Services
3201 W. Pecan Blvd. • McAllen, TX 78501

(956) 872-3558
Fax (956) 872-8304

July 7, 2016

Hilltop Securities Inc.
Attn: Ms. Anne Burger Entrekin
70 NE Loop 410 Suite 710
San Antonio, TX 78216

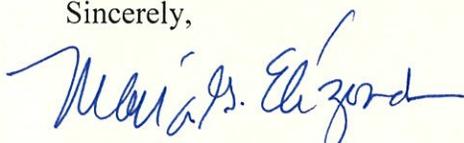
Dear Ms. Burger Entrekin:

On July 28, 2015, South Texas College renewed the contract with First Southwest Company for Financial Advisor Services. As per your communication, we acknowledge that First Southwest Company merged with and into its common control affiliate, Hilltop Securities Inc. This change will be presented to our Board of Trustees at the July 26, 2016 Board Meeting for approval.

We are currently in the last few months of the current contract and would like to renew for an additional one-year period. The renewal period will be from September 1, 2016 through August 31, 2017.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be return via fax at (956) 872-8304 or email to Nancy Ozuna at nancyc@southtexascollege.edu.

Sincerely,



Maria G. Elizondo, MBA, CFE, CGMA, CPA
Vice President for Finance and Administrative Services
marye@southtexascollege.edu

Renewal of contract accepted through August 31, 2017 with no change in terms and conditions as per the South Texas College previously submitted.

Authorized Signature: Anne Burger Entrekin

Name Printed: Anne Burger Entrekin

Date: July 7, 2016



Brian Wittneben

Secretary, General Counsel
Legal Department

June 29, 2016

Ms. Alma Church
Accounting Group Manager
South Texas College
Business Office
3201 West Pecan Blvd.
McAllen, Texas 78501

Re: First Southwest Company Merger with and into Hilltop Securities Inc.

Dear Ms. Church:

Effective January 22, 2016, First Southwest Company, LLC (“FirstSouthwest”), merged with and into its common control affiliate, Hilltop Securities Inc. (“HilltopSecurities”). As the surviving entity, HilltopSecurities assumed all rights and obligations of FirstSouthwest pursuant to the Agreement and Plan of Merger dated January 22, 2016, a copy of which is enclosed with this letter. Effective as of the date of the merger, HilltopSecurities began providing its municipal advisory services under the brand name, FirstSouthwest, a Division of Hilltop Securities. However, the legal contracting entity is now Hilltop Securities Inc.

HilltopSecurities hereby confirms its agreement to assume all rights and obligations of FirstSouthwest under the Financial Advisory Agreement by and between FirstSouthwest and South Texas Community College District with no change to the terms set forth therein. Also enclosed for your reference is a certified copy of the Merger Certificate as well as Form W-9, which shows the firm’s new FEIN.

Sincerely yours,

Brian Wittneben
Secretary, General Counsel

Encls.

cc: Anne Burger Entrekin

Hilltop Securities Inc.
1201 Elm St.
Suite 3500
Dallas, Texas 75270-2180

direct 214.953.8761
mobile 972.741.2152
fax 214.953.4166
Brian.Wittneben@hilltopsecurities.com
HilltopSecurities.com

FINANCIAL ADVISORY AGREEMENT

This Financial Advisory Agreement (the "Agreement") is made and entered into by and between South Texas Community College District ("Issuer") and First Southwest Company ("FSC") effective as of the date executed by the Issuer as set forth on the signature page hereof.

WITNESSETH:

WHEREAS, the Issuer will have under consideration from time to time the authorization and issuance of indebtedness in amounts and forms which cannot presently be determined and, in connection with the authorization, sale, issuance and delivery of such indebtedness, Issuer desires to retain an independent financial advisor; and

WHEREAS, the Issuer desires to obtain the professional services of FSC to advise the Issuer regarding the issuance and sale of certain evidences of indebtedness or debt obligations that may be authorized and issued or otherwise created or assumed by the Issuer (hereinafter referred to collectively as the "Debt Instruments") from time to time during the period in which this Agreement shall be effective; and

WHEREAS, FSC, as a registered municipal advisor with the Municipal Securities Rulemaking Board and the United States Securities and Exchange Commission, is willing to provide its professional services and its facilities as financial advisor in connection with all programs of financing as may be considered and authorized by Issuer during the period in which this Agreement shall be effective.

NOW, THEREFORE, the Issuer and FSC, in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, do hereby agree as follows:

SECTION I DESCRIPTION OF SERVICES

Upon the request of an authorized representative of the Issuer, FSC agrees to perform the financial advisory services stated in the following provisions of this Section I; and for having rendered such services, the Issuer agrees to pay to FSC the compensation as provided in Section V hereof.

A. Financial Planning. At the direction of Issuer, FSC shall:

1. Survey and Analysis. Conduct a survey of the financial resources of the Issuer to determine the extent of its capacity to authorize, issue and service any Debt Instruments contemplated. This survey will include an analysis of any existing debt structure as compared with the existing and projected sources of revenues which may be pledged to secure payment of debt service and, where appropriate, will include a study of the trend of the assessed valuation, taxing power and present and future taxing requirements of the Issuer. In the event revenues of existing or projected facilities operated by the Issuer are to be pledged to repayment of the Debt Instruments then under consideration, the survey will take into account any outstanding indebtedness payable from the revenues thereof, additional revenues to be available from any proposed rate increases and additional revenues, as projected by consulting engineers employed by the Issuer, resulting from improvements to be financed by the Debt Instruments under consideration.
2. Future Financings. Consider and analyze future financing needs as projected by the Issuer's staff and consulting engineers or other experts, if any, employed by the Issuer.
3. Recommendations for Debt Instruments. On the basis of the information developed by the survey described above, and other information and experience available, submit to the Issuer recommendations regarding the Debt Instruments under consideration, including such elements as the date of issue, interest payment dates, schedule of principal maturities, options of prior payment, security provisions, and such other provisions as may be appropriate in order to make the issue attractive to investors while achieving the objectives of the Issuer. All recommendations will be consistent with the goal of designing the Debt Instruments to be sold on terms which are advantageous to the Issuer, including the lowest interest cost consistent with all other considerations.
4. Market Information. Advise the Issuer of our interpretation of current bond market conditions, other related forthcoming bond issues and general information, with economic data, which might normally be expected to influence interest rates or bidding conditions so that the date of sale of the Debt Instruments may be set at a favorable time.
5. Elections. In the event it is necessary to hold an election to authorize the Debt Instruments then under consideration, FSC will assist in coordinating the assembly of such data as may be required for the preparation of necessary petitions, orders, resolutions, ordinances, notices and certificates in connection with the election, including assistance in the

transmission of such data to a firm of municipal bond attorneys ("Bond Counsel") retained by the Issuer.

B. Debt Management and Financial Implementation. At the direction of Issuer, FSC shall:

1. Method of Sale. Evaluate the particular financing being contemplated, giving consideration to the complexity, market acceptance, rating, size and structure in order to make a recommendation as to an appropriate method of sale, and:

a. If the Debt Instruments are to be sold by an advertised competitive sale, FSC will:

(1) Supervise the sale of the Debt Instruments, reserving the right, alone or in conjunction with others, to submit a bid for any Debt Instruments issued under this Agreement which the Issuer advertises for competitive bids; however, in keeping with the provisions of Rule G-23 of the Municipal Securities Rulemaking Board, FSC will request and obtain written consent to bid prior to submitting a bid, in any instance wherein FSC elects to bid, for any installment of such Debt Instruments;

(2) Disseminate information to prospective bidders, organize such informational meetings as may be necessary, and facilitate prospective bidders' efforts in making timely submission of proper bids;

(3) Assist the staff of the Issuer in coordinating the receipt of bids, the safekeeping of good faith checks and the tabulation and comparison of submitted bids; and

(4) Advise the Issuer regarding the best bid and provide advice regarding acceptance or rejection of the bids.

b. If the Debt Instruments are to be sold by negotiated sale, FSC will:

(1) Recommend for Issuer's final approval and acceptance one or more investment banking firms as managers of an underwriting syndicate for the purpose of negotiating the purchase of the Debt Instruments.

(2) Cooperate with and assist any selected managing underwriter and their counsel in connection with their efforts to prepare any Official Statement or Offering Memorandum. FSC will cooperate with and assist the underwriters in the

preparation of a bond purchase contract, an underwriters agreement and other related documents. The costs incurred in such efforts, including the printing of the documents, will be paid in accordance with the terms of the Issuer's agreement with the underwriters, but shall not be or become an obligation of FSC, except to the extent specifically provided otherwise in this Agreement or assumed in writing by FSC.

(3) Assist the staff of the Issuer in the safekeeping of any good faith checks, to the extent there are any such, and provide a cost comparison, for both expenses and interest which are suggested by the underwriters, to the then current market.

(4) Advise the Issuer as to the fairness of the price offered by the underwriters.

2. Offering Documents. Coordinate the preparation of the notice of sale and bidding instructions, official statement, official bid form and such other documents as may be required and submit all such documents to the Issuer for examination, approval and certification. After such examination, approval and certification, FSC shall provide the Issuer with a supply of all such documents sufficient to its needs and distribute by mail or, where appropriate, by electronic delivery, sets of the same to prospective purchasers of the Debt Instruments. Also, FSC shall provide copies of the final Official Statement to the purchaser of the Debt Instruments in accordance with the Notice of Sale and Bidding Instructions.

3. Credit Ratings. Make recommendations to the Issuer as to the advisability of obtaining a credit rating, or ratings, for the Debt Instruments and, when directed by the Issuer, coordinate the preparation of such information as may be appropriate for submission to the rating agency, or agencies. In those cases where the advisability of personal presentation of information to the rating agency, or agencies, may be indicated, FSC will arrange for such personal presentations, utilizing such composition of representatives from the Issuer as may be finally approved or directed by the Issuer.

4. Trustee, Paying Agent, Registrar. Upon request, counsel with the Issuer in the selection of a Trustee and/or Paying Agent/Registrar for the Debt Instruments, and assist in the negotiation of agreements pertinent to these services and the fees incident thereto.

5. Financial Publications. When appropriate, advise financial publications of the forthcoming sale of the Debt Instruments and provide them with all pertinent information.

6. Consultants. After consulting with and receiving directions from the Issuer, arrange for such reports and opinions of recognized independent consultants as may be appropriate for the successful marketing of the Debt Instruments.
7. Auditors. In the event formal verification by an independent auditor of any calculations incident to the Debt Instruments is required, make arrangements for such services.
8. Issuer Meetings. Attend meetings of the governing body of the Issuer, its staff, representatives or committees as requested at all times when FSC may be of assistance or service and the subject of financing is to be discussed.
9. Printing. To the extent authorized by the Issuer, coordinate all work incident to printing of the offering documents and the Debt Instruments.
10. Bond Counsel. Maintain liaison with Bond Counsel in the preparation of all legal documents pertaining to the authorization, sale and issuance of the Debt Instruments.
11. Changes in Laws. Provide to the Issuer copies of proposed or enacted changes in federal and state laws, rules and regulations having, or expected to have, a significant effect on the municipal bond market of which FSC becomes aware in the ordinary course of its business, it being understood that FSC does not and may not act as an attorney for, or provide legal advice or services to, the Issuer.
12. Delivery of Debt Instruments. As soon as a bid for the Debt Instruments is accepted by the Issuer, coordinate the efforts of all concerned to the end that the Debt Instruments may be delivered and paid for as expeditiously as possible and assist the Issuer in the preparation or verification of final closing figures incident to the delivery of the Debt Instruments.
13. Debt Service Schedule; Authorizing Resolution. After the closing of the sale and delivery of the Debt Instruments, deliver to the Issuer a schedule of annual debt service requirements for the Debt Instruments and, in coordination with Bond Counsel, assure that the paying agent/registrars and/or trustee has been provided with a copy of the authorizing ordinance, order or resolution.

SECTION II OTHER AVAILABLE SERVICES

In addition to the services set forth and described in Section I herein above, FSC agrees to make available to Issuer the following services, when so requested by the Issuer and subject to the agreement by Issuer and FSC regarding the compensation, if any, to be paid for such services, it being understood and agreed that the services set forth in this Section II shall require further agreement as to the compensation to be received by FSC for such services:

1. Investment of Funds. From time to time, as an incident to the other services provided hereunder as financial advisor, FSC may purchase such investments as may be directed and authorized by Issuer to be purchased, it being understood that FSC will be compensated in the normal and customary manner for each such transaction. In any instance wherein FSC may become entitled to receive fees or other compensation in any form from a third party with respect to these investment activities on behalf of Issuer, we will disclose to Issuer the nature and, to the extent such is known, the amount of any such compensation so that Issuer may consider the information in making its investment decision. It is understood and agreed that FSC is a duly licensed broker/dealer and is affiliated with First Southwest Asset Management, Inc. ("FSAMI"), a duly registered investment advisor. Issuer may, from time to time, utilize the broker/dealer services of FSC and/or the investment advisory services of FSAMI with respect to matters which do not involve or affect the financial advisory services referenced in this Agreement. The terms and conditions of the engagement of FSC and/or FSAMI to provide such services shall be determined by mutual agreement at the time such services are requested.
2. Exercising Calls and Refunding. Provide advice and assistance with regard to exercising any call and/or refunding of any outstanding Debt Instruments.
3. Capital Improvements Programs. Provide advice and assistance in the development of any capital improvements programs of the Issuer.
4. Long-Range Planning. Provide advice and assistance in the development of other long-range financing plans of the Issuer.
5. Post-Sale Services. Subsequent to the sale and delivery of Debt Instruments, review the transaction and transaction documentation with legal counsel for the Issuer, Bond Counsel, auditors and other experts and consultants retained by the Issuer and assist in developing appropriate responses to legal processes, audit procedures, inquiries, internal reviews and similar matters.

**SECTION III
TERM OF AGREEMENT**

This Agreement shall become effective as of the date executed by the Issuer as set forth on the signature page hereof and, unless terminated by either party pursuant to Section IV of this Agreement, shall remain in effect thereafter for a period of five (5) years from such date. Unless FSC or Issuer shall notify the other party in writing at least thirty (30) days in advance of the applicable anniversary date that this Agreement will not be renewed, this Agreement will be automatically renewed on the fifth anniversary of the date hereof for an additional one (1) year period and thereafter will be automatically renewed on each anniversary date for successive one (1) year periods.

**SECTION IV
TERMINATION**

This Agreement may be terminated with or without cause by the Issuer or FSC upon the giving of at least thirty (30) days' prior written notice to the other party of its intention to terminate, specifying in such notice the effective date of such termination. In the event of such termination, it is understood and agreed that only the amounts due FSC for services provided and expenses incurred to the date of termination will be due and payable. No penalty will be assessed for termination of this Agreement.

**SECTION V
COMPENSATION AND EXPENSE REIMBURSEMENT**

The fees due to FSC for the services set forth and described in Section I of this Agreement with respect to each issuance of Debt Instruments during the term of this Agreement shall be calculated in accordance with the schedule set forth on Appendix A attached hereto. Unless specifically provided otherwise on Appendix A or in a separate written agreement between Issuer and FSC, such fees, together with any other fees as may have been mutually agreed upon and all expenses for which FSC is entitled to reimbursement, shall become due and payable concurrently with the delivery of the Debt Instruments to the purchaser.

**SECTION VI
MISCELLANEOUS**

1. Choice of Law. This Agreement shall be construed and given effect in accordance with the laws of the State of Texas.

2. Binding Effect; Assignment. This Agreement shall be binding upon and inure to the benefit of the Issuer and FSC, their respective successors and assigns; provided however, neither party hereto may assign or transfer any of its rights or obligations hereunder without the prior written consent of the other party.

3. Entire Agreement. This instrument contains the entire agreement between the parties relating to the rights herein granted and obligations herein assumed. Any oral or written representations or modifications concerning this Agreement shall be of no force or effect except for a subsequent modification in writing signed by all parties hereto.

FIRST SOUTHWEST COMPANY

By: Hill A. Feinberg
Hill A. Feinberg, Chairman and
Chief Executive Officer

By: Anne Burger Entekin
Anne Burger Entekin
Managing Director

**SOUTH TEXAS COMMUNITY
COLLEGE DISTRICT**

By: Ray de Leon
Title: Board Chair
Date: _____

ATTEST:

[Signature]
Secretary

**FIRST AMENDMENT TO
FINANCIAL ADVISORY AGREEMENT**

WITNESSETH:

WHEREAS, South Texas College (the "Issuer"), and First Southwest Company ("FSC"), previously entered into a certain Financial Advisory Agreement, effective on or about March 25, 2004 (the "Agreement"); and

WHEREAS, the Issuer and FSC desire to amend the Agreement modify the term such that the anniversary date for renewal is September 1 of each year.

NOW THEREFORE, the Issuer and FSC, in consideration of the mutual covenants and agreements contained in the Agreement and those set forth herein, do hereby agree to amend the Agreement as follows:

AMENDMENTS

Section III of the Agreement shall be amended only to add the following sentence at the end of Section III:

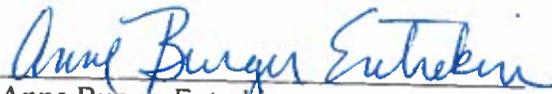
"FSC and Issuer hereby agree that anniversary date, as used herein, shall mean September 1."

MODIFICATIONS

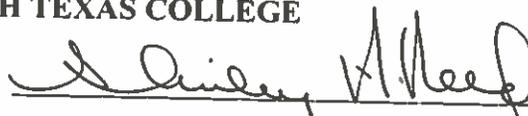
The Agreement, except as amended by this First Amendment to the Financial Advisory Agreement, remains in effect in all other respects.

IN WITNESS WHEREOF, the parties have made and executed this First Amendment to be effective as of April 1, 2013.

FIRST SOUTHWEST COMPANY

By: 
Anne Burger Entekin
Managing Director

SOUTH TEXAS COLLEGE

By: 
Name: Dr. Shirley A. Reed
Title: President

Review of Budget and Status of 2013 Bond Construction Program and Projects

Broaddus and Associates will be present to discuss the budget and status of 2013 Bond Construction Program and Projects. A representative from Broaddus and Associates will be present at the July 26, 2016 Regular Board Meeting to address concerns of the Board.

Bond Construction Budget - Executive Summary
July Board Update

BUDGET IMPACT ITEMS		%	Original	Current	Difference	%	Remarks
Construction	Square Feet		573,988	611,923	(37,935)	\$ 6,637,352	Cost Impact, Does Not Include Thermal Plant Increase
	Construction Cost Limitation	73.54%	\$ 116,950,000	\$ 126,892,085	\$ (9,942,085)	77.76%	
	Fixed Equipment	0.00%	\$ -	\$ 1,285,000	\$ (1,285,000)	0.79%	
	IT Duct Bank	0.00%	\$ -	\$ 1,266,298	\$ (1,266,298)	0.78%	
	Preconstruction Services, Chillers, OCIP	0.00%	\$ -	\$ 3,799,382	\$ (3,799,382)	2.33%	
Soft Costs	Design Fees, CPM, Consultants, Additional Services	9.85%	\$ 15,670,000	\$ 13,848,076	\$ 1,821,924	8.49%	
	FFE	3.92%	\$ 6,231,186	\$ 6,165,000	\$ 66,186	3.78%	Difference Used to Cover Portion Cost of Consultant
	Technology	5.49%	\$ 8,723,657	\$ 8,020,235	\$ 703,422	4.91%	Difference Used to Cover Cost of Consultant
	Contingency	6.27%	\$ 9,978,348	\$ -	\$ 9,978,348	0.00%	
	Miscellaneous Cost Increase	0.93%	\$ 1,475,748	\$ 1,903,381	\$ (427,633)	1.17%	Increased 7/1/16
TOTAL ORIGINAL VS CURRENT		100.00%	\$ 159,028,939	\$ 163,179,457	\$ (4,150,518)	100.00%	

Allocation Analysis		
Starr	Mid Valley	
\$ 23,056,288	\$ 29,162,733	Current CCL
\$ 25,717,028	\$ 33,776,674	Bond Amount
89.65%	86.34%	Current Hard Cost %
77.76%	77.76%	Average Hard Cost %
11.89%	8.58%	Difference
\$ 3,058,138	\$ 2,897,217	Additional Cost to Equal Average

Additional Items

Mid Valley Campus Student Services SF Add	\$ -	\$ 347,158	\$ (3,803,360)	Construction Trades Recommended 7/6/16
Starr County Campus Workforce SF Add	\$ -	\$ 750,000	\$ (3,053,360)	Student Admissions Recommended 7/6/16

Bond Construction Budget - Original vs. Current Analysis

BREAKOUT COMPARISON HARD COST VS SOFT COST					
Hard Costs	73.54%	\$ 116,950,000	\$ 133,242,765	\$ (16,292,765)	81.65%
Soft Costs	26.46%	\$ 42,078,939	\$ 29,936,692	\$ 12,142,247	18.35%
Total Comparison Hard Cost vs Soft Cost		\$ 159,028,939	\$ 163,179,457	\$ (4,150,518)	

POTENTIAL DOLLARS TO OFFSET BUDGET SHORTFALLS

a. GMP Construction Contingency - Actual Percentage Dollars	\$ 1,735,097
b. GMP Design Contingency - Actual Percentage Dollars	\$ 1,414,735
c. Projected Buy Out Savings @ 3% - B&A Estimated Projection	\$ 3,806,763
Total Contingency & Buyout Savings	\$ 6,956,594

BUDGET ADJUSTMENTS TO DATE INCLUDING CONTINGENCY NOT IN PREVIOUS BUDGET

a. Construction Cost Limitation (CCL) Additional Costs	\$ 9,942,085	\$ 6,637,352	Includes Additional Square Footage
b. Fixed Equipment	\$ 1,285,000		
c. IT Duct Bank	\$ 1,266,298		
d. Preconstruction Services, Chillers, OCIP	\$ 3,799,382		
e. Deduct Design Fees, CPM, Consultants, Additiona Serv.	\$ (1,821,924)		
f. Fee	\$ (66,186)		
g. Technology	\$ (703,422)		
h. Misc. Cost Increase	\$ 427,633		
i. Total Included	\$ 14,128,866		

Update on Status of 2013 Bond Construction Program

Enclosed is a copy of the presentation prepared by Broaddus and Associates as an update on the status of the 2013 Bond Construction Program. A representative from Broaddus and Associates will be present at the July 26, 2016 Regular Board Meeting to provide the update.

SOUTH TEXAS COLLEGE

2013 BOND CONSTRUCTION PROGRAM UPCOMING TIMELINE

Facilities Committee Meeting

July 26, 2016

**BROADDUS
& ASSOCIATES**



BOARD APPROVAL ITEMS

**South Texas College
2013 Bond Construction Program
Upcoming Timeline – 07/26/16**

June '16 July '16 August '16 September '16 October '16

Board Approval						
1	Update (No Action)	Update (No Action)	Update (No Action)	Update (No Action)	Update (No Action)	Update (No Action)
2	Pecan Campus Student Services GMP	GMP Approvals – Two Meetings in July	Pharr RCPSE CM@R Selection	GMP Approvals – Pecan Campus STEM, S. Academic		
3	Pecan Campus North Academic GMP	Starr County Health Professional Pkg. #1 GMP	Pharr RCPSE Master Plan	GMP Approvals – Starr Campus Projects		
4	Technology Building GMP	Pharr RCPSE CM@R Selection	Pecan Campus Parking & Site GMP	GMP Approvals – MVC Workforce & Library		
5	Technology Site GMP	MVC GMP Approvals	CM@R MVC Library Amendment			
6	Starr County Thermal Plant GMP		La Joya Program Update			

OPERATIONAL ITEMS

South Texas College
2013 Bond Construction Program
Upcoming Timeline

	June '16	July '16	August '16	September '16	October '16
Operational					
1	Building Standards	NTP's	NTP's	NTP's	NTP's
2	Notice to Proceed Issuance (NTP)	Staff Increase			
3	Thermal Energy Plant Construction	Pecan Campus Chiller Delivery			
4	Mid-Valley Mobilization	Budget FY '17			
5	N&AH Mobilization				
6	Chiller Factory Test				
7					
8					
9					
10					

INFORMATION & PRESENTATION ITEMS

South Texas College
2013 Bond Construction Program
Upcoming Timeline

June '16 **July '16** **August '16** **September '16** **October '16**

	June '16	July '16	August '16	September '16	October '16
1	OCIP Credit - \$9.8M, \$204,500 CMR Credit, \$129K	Bond Program Contingency Reconciliation	Pecan Campus Thermal Plant Issue Presentation	Bond Program Budget Update	Bond Program Budget Update
2			Bond Program Budget Update		
3					
4					
5					
6					
7					
8					
9					
10					
Informational/Presentations					

STC Bond Construction Program - Pecan Thermal Plant

Scorecard #14
 Status: **Submitted**
 07/05/2016



Scope

	Initial Program	Current Program
Building SF	3,462	3,182
Budget	\$4,300,000	\$4,300,000
GMP		\$4,194,000

Schedule



Activity

30 Day Look Ahead

- Deliver and set Chillers on 7-12-16.
- Complete installation of paint and texture at interior walls within Bldg. E expansion.
- Complete installation of high roof metal panels.
- Begin installation of CHW piping to new chillers within Bldg. E expansion.
- Continue installation of HVAC ductwork within Bldg. E expansion.
- Complete installation of fire supression branch piping within Bldg. E expansion.
- Complete rough-in of communications systems within Bldg. E expansion.
- Continue electrical rough-ins and pulling of wire to panels within Bldg. E expansion.
- Begin installation of suspended ceiling grid within Bldg. E expansion.
- Complete installatuion of VFD's.
- Complete relocation of cooling tower 1 and bring bring back online.
- Complete erection of new cooling towers.
- Complete installation CHW piping to new cooling towers as well as plumbing and electrical items.
- Begin structural framing for cooling tower enclosure.

Key Consultants/Contractors

- Architect: Half Associates
- Structural: Chanin Engineering
- MEP: Half Associates
- Civil: PCE Engineering
- AV/IT WJHW Consultants

Recent Photo



Nursing and Allied Health Building

Scorecard #16
07/07/2016

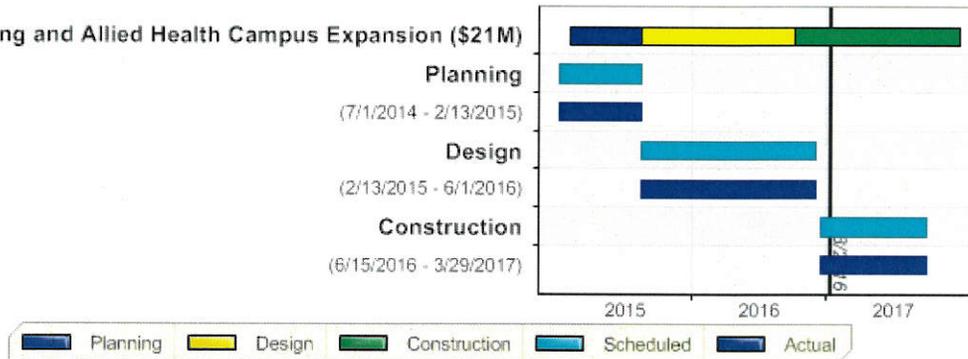


Scope

	Initial Program	Current Program
Building SF	87,232	95,923
Budget	\$16,600,000	\$16,975,000
GMP		\$4,142,000

Schedule

STC Nursing and Allied Health Campus Expansion (\$21M)



Activity

30 Day Look Ahead

- Complete installation of silt fencing and other SWPP requirements.
- Complete bldg. footprint scarification.
- Complete bldg. pad excavation as required.
- Complete proofrolling of bldg. pad subgrade.
- Begin delivery, installation and testing of bldg. pad select fill.

Key Consultants/Contractors

- ERO, Architects
- 720 Design -Library Consultants
- Gutierrez Engineering -Civil
- Wilson Contruction

Recent Photo



Discussion and Action as Necessary on Design Space and Program for the 2013 Bond Construction Mid Valley Campus Projects

- a) Mid Valley Campus Health Professions and Science Building**
- b) Mid Valley Campus Student Services Building Expansion**
- c) Mid Valley Campus Workforce Training Expansion**
- d) Mid Valley Campus Library**

The design space and program for the 2013 Bond Construction Mid Valley Campus Projects are presented for discussion and action as necessary.

Purpose

The Board will be informed of the design space program and budget issues for the 2013 Bond Construction Mid Valley Campus Health Professions and Science Building, Student Services Building Expansion, Workforce Training Center Expansion, and Library Expansion projects.

Justification

The current design space and program for each project exceeds the budget limitations. Discussion on these items is requested to provide options on how to proceed.

Background

On April 25, 2016 as part of the budget confirmation update, Broaddus and Associates identified projects that were becoming budget challenged due to space program increases. These projects are the 2013 Bond Construction Mid Valley Campus Health Professions and Science Building, Student Services Building Expansion, Workforce Training Center Expansion, and Library Expansion. An update will be provided on the current status of these projects in terms of space, costs, and options. Listed below are the original proposed and revised square footage for each building based on the design meetings with the project teams and college staff. The costs budgeted for the projects and preliminary construction estimates are provided by Skanska USA Building based on the latest drawings from the architects.

Current Program and GMP costs: Health Professions and Science, Workforce Training Center Expansion, Student Services Expansion, and Library

2013 Bond Construction Mid Valley Campus						
Building	Original SF	Revised SF	Diff SF	Construction Cost Limitation (CCL)	Skanska GMP 60% CD	Diff
Health Professions and Science Building	76,069	78,649	2,580	\$13,500,000	\$14,500,895	(\$1,000,895)
Student Services Building Expansion	14,262	18,515	4,253	\$2,825,000	\$3,850,923	(\$1,025,923)
Total	90,331	97,164	6,833	16,325,000	18,351,818	(\$2,026,818)
Workforce Training Center Expansion	10,438	11,810	1,372	\$1,750,000	\$2,997,098	(\$1,247,098)
Library	10,369	10,950	581	\$1,750,000	\$2,364,405	(\$614,405)
Total	20,807	22,760	1,953	3,500,000	5,361,503	(\$1,861,503)

*Library costs are based on Schematic design estimates

Value Management Options

2013 Bond Construction Mid Valley Campus

Building	Value Management Options	Credit
Health Professions and Science Building	Remove south entry (partial) Siplast, 2 ply, SBS, Torch with "Bright White" cap sheet, 30 Year NDL Warranty	(\$47,507) (\$204,879)
Student Services Building Expansion	Siplast, 2 ply, SBS, Torch with "Bright White" cap sheet, 30 Year NDL Warranty	(\$109,909)

Possible Funding Options

The options below are provided by Broaddus and Associates.

1. Re-allocate funds from other campus contingencies
2. Group and bid projects together for volume leverage

Funding Source

Bond funds are budgeted in the Bond Construction budget for FY 2015 - 2016. Broaddus and Associates has provided possible options for addressing the budget overages.

Enclosed Documents

Space programs, space diagrams, schematic floor plans, and cost estimates for each building are enclosed.

Presenters

Representatives from Broaddus & Associates, ROFA Architects, EGV Architects, and Skanska USA Building will be present at the Board meeting to discuss the project costs and options.

This item is scheduled for presentation to the Facilities Committee at a special meeting scheduled for Tuesday, July 26, 2016.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary at the July 26, 2016 Board meeting regarding the design space and program for the 2013 Bond Construction Mid Valley Campus Health Professions and Science Building, Student Services Building Expansion, Workforce Training Center Expansion, and Library Expansion projects as presented.

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes action as necessary at the July 26, 2016 Board meeting regarding the design space and program for the 2013 Bond Construction Mid Valley Campus Health Professions and Science Building, Student Services Building Expansion, Workforce Training Center Expansion, and Library Expansion projects as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President



2013 BOND CONSTRUCTION PROJECTS PROGRAM CONFIRMATION & UPDATE

MID VALLEY HEALTH PROFESSIONS AND SCIENCE BUILDING

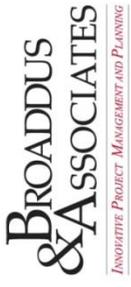
JULY 26, 2016

**BROADDUS
& ASSOCIATES**



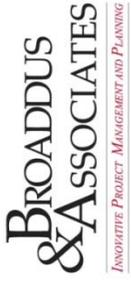


MID VALLEY CAMPUS HEALTH PROFESSIONS AND SCIENCE BUILDING





MID VALLEY CAMPUS HEALTH PROFESSIONS AND SCIENCE BUILDING



MID VALLEY CAMPUS HEALTH PROFESSIONS AND SCIENCE BUILDING

**PROGRAM SQUARE FOOTAGE
ORIGINAL SQ FT**

76,069 SF

CURRENT SQ FT

77,084SF

OUTDOOR SPACES @1/2

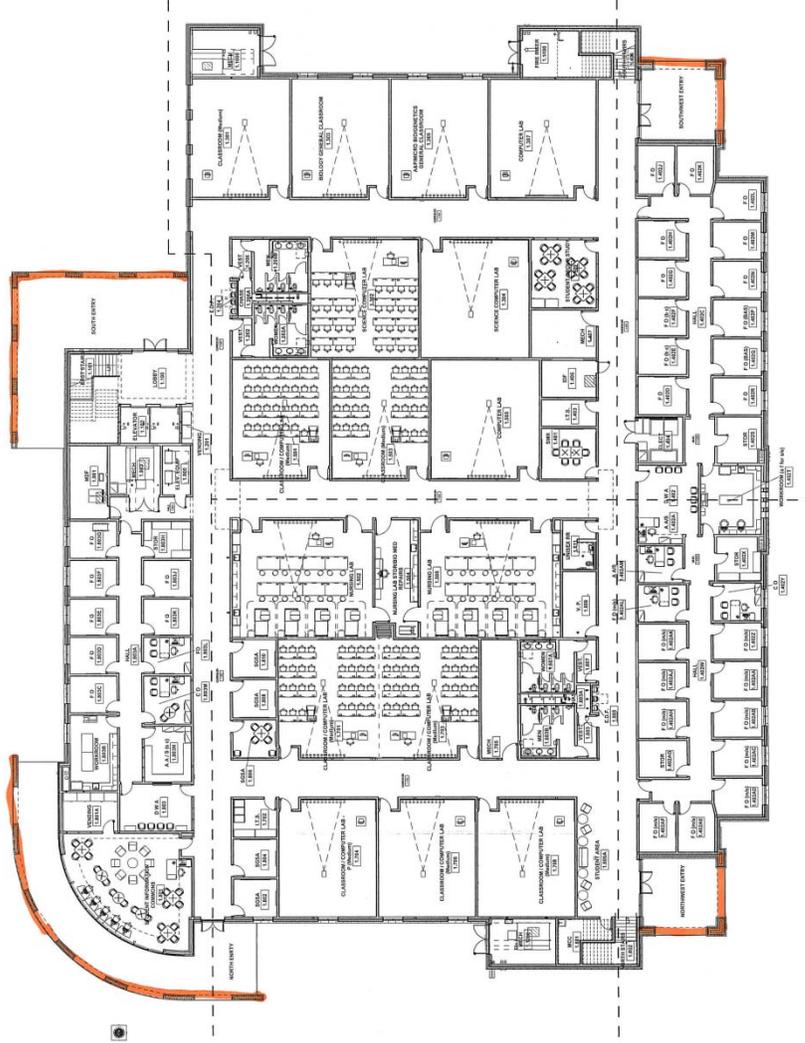
1565 SF

TOTAL CURRENT SF

78,649SF

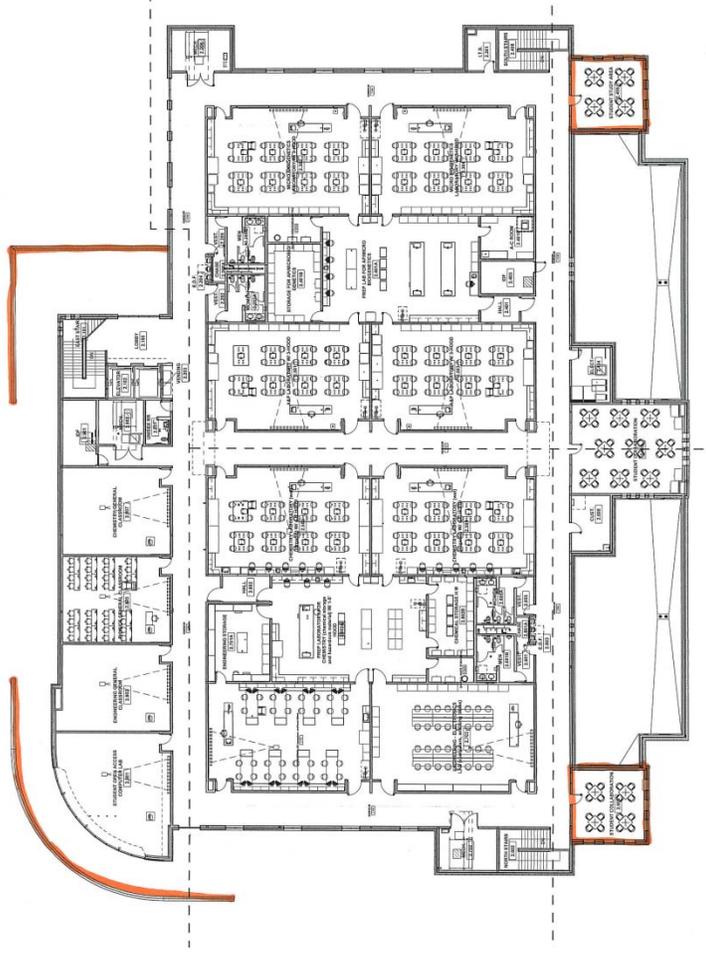
DIFFERENCE

2,580SF



MID VALLEY CAMPUS HEALTH PROFESSIONS AND SCIENCE BUILDING

BUDGET	
CURRENT GMP	\$14,500,895
<u>DEDUCT ALTERNATES</u>	
SOUTH ENTRY	(\$47,507)
SIPLAST 2PLY,TORCH,30YR NDL	(\$204,879)
<u>TOTAL DEDUCT</u>	<u>(\$252,386)</u>
REVISED GMP	\$14,248,509
<u>BUDGET CCL</u>	<u>\$13,500,000</u>
DIFFERENCE	\$ 748,509
COST IMPACT	
FOUNDATION	\$300,000
SQ.FT	\$385,000





2013 BOND CONSTRUCTION PROJECTS PROGRAM CONFIRMATION & UPDATE

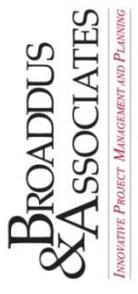
MID VALLEY STUDENT SERVICES EXPANSION JULY 26, 2016



**BROADDUS
& ASSOCIATES**

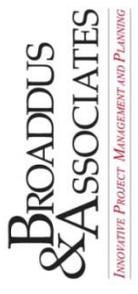


MID VALLEY CAMPUS STUDENT SERVICES EXPANSION



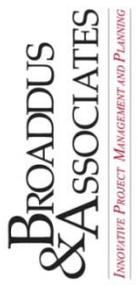


MID VALLEY CAMPUS STUDENT SERVICES EXPANSION





MID VALLEY CAMPUS STUDENT SERVICES EXPANSION



MID VALLEY CAMPUS STUDENT SERVICES EXPANSION

<u>ORIGINAL PROGRAM</u>	
CAFETERIA (SERVERY VENDING ETC)	4,800 SF
STUDENT ACTIVITIES ,DINING	4,470SF
<u>NET TO GROSS</u>	<u>4,992SF</u>
	14,262SF
<u>REVISED PROGRAM</u>	
CAFETERIA (SERVERY VENDING ETC)	4,900SF
STUDENT ACTIVITIES, DINING	5145SF
<u>NET TO GROSS</u>	<u>4,327SF</u>
	14,362SF
STUDENT ADMISSIONS	3,269SF
	REVISED SF 17,641SF
OUTDOOR SPACE @1/2	874SF
TOTAL SQ FT	18,515SF
DIFFERENCE	4253SF



MID VALLEY CAMPUS STUDENT SERVICES EXPANSION

CURRENT GMP

\$3,850,923

DEDUCT ALTERNATES

SIPLAST ,2PLY,SBS,TORCH,30 YR NDL(\$109,909)

REVISED GMP

\$3,741,014

BUDGET CCL

\$2,825,000

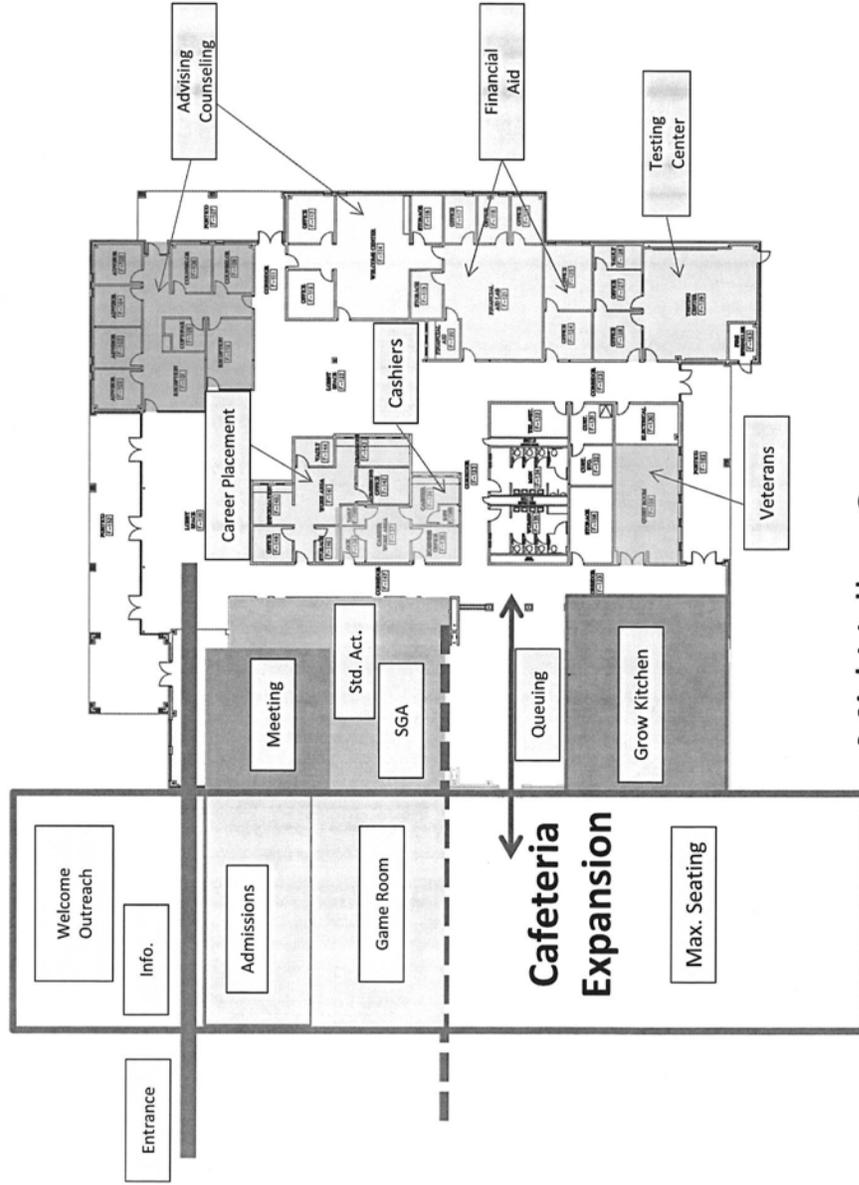
BUDGET VARIANCE

\$ 916,014



OVERALL FLOOR PLAN 1

MID VALLEY CAMPUS STUDENT SERVICES EXPANSION



**Mid Valley Campus
Student Service Building Expansion**



**2013 BOND CONSTRUCTION PROJECTS
PROGRAM CONFIRMATION & UPDATE**

**MID VALLEY WORKFORCE TRAINING
EXPANSION**

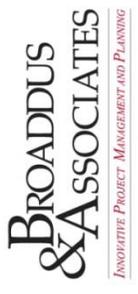
JULY 26, 2016



**BROADDUS
& ASSOCIATES**

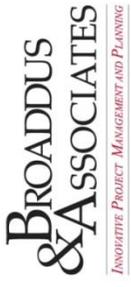


MID VALLEY CAMPUS WORKFORCE TRAINING EXPANSION





MID VALLEY CAMPUS WORKFORCE TRAINING EXPANSION

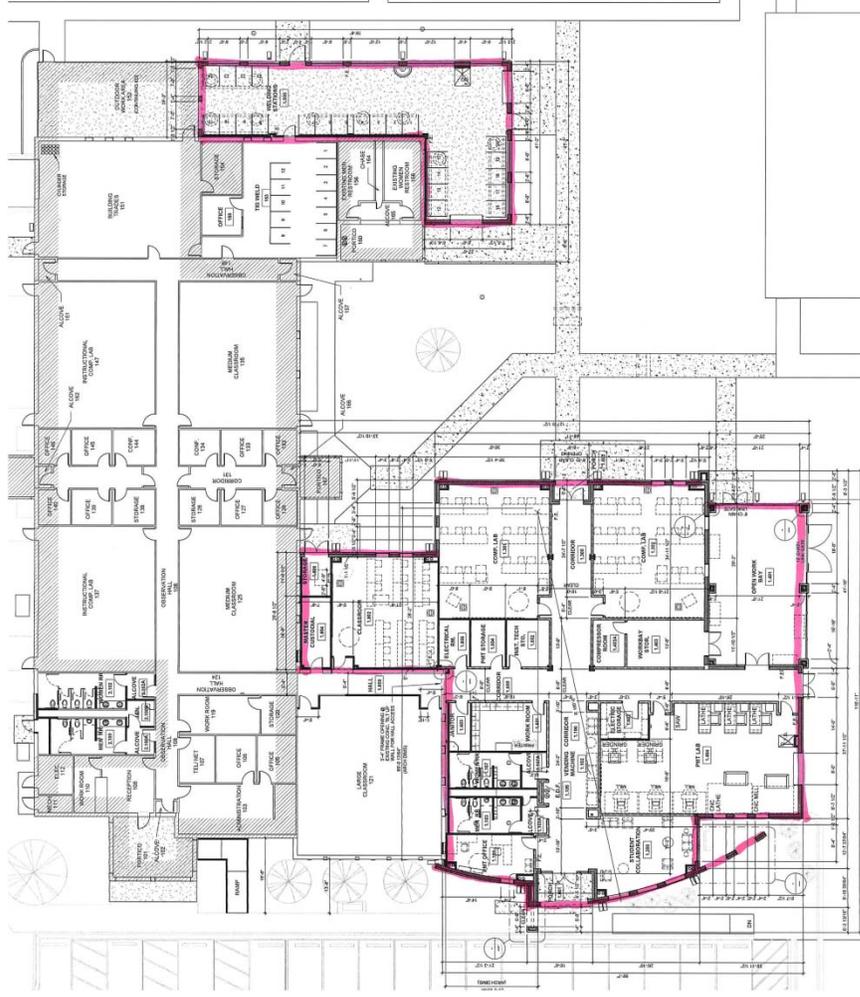


MID VALLEY CAMPUS WORKFORCE TRAINING EXPANSION

ORIGINAL PROGRAM	10,438
REVISED PROGRAM	11,810
DIFFERENCE	1,372 SF

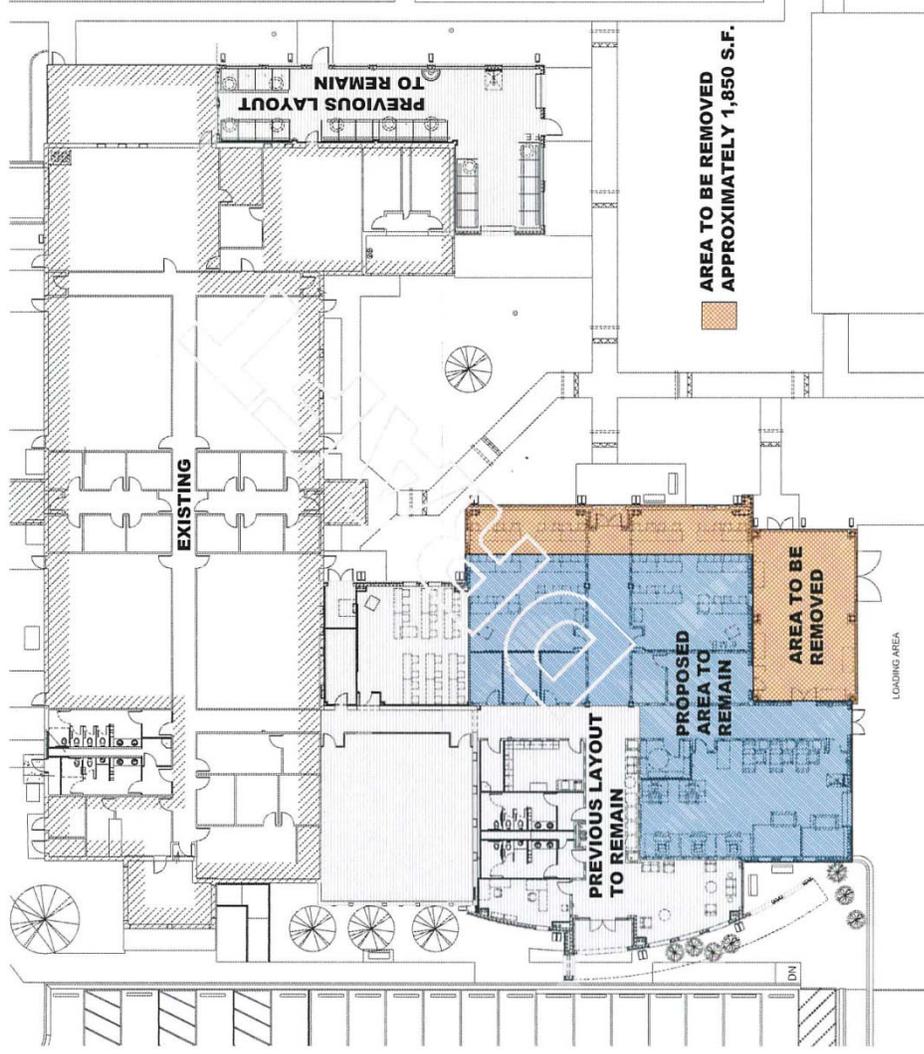
SPACES NOT IN ORIGINAL PROGRAM

**PMT 1,000 SF
RESTROOM RENOVATIONS**



MID VALLEY CAMPUS WORKFORCE TRAINING EXPANSION

CURRENT GMP	\$2,997,098
DEDUCT ALTERNATES	
SQ FOOTAGE REDUCTION	(\$108,181)
<u>SIPLAST, 2PLY, TORCH 30YR NDL</u>	<u>(\$80,031)</u>
	(\$188,212)
REVISED GMP	\$2,808,886
BUDGET CCL	\$1,750,000
BUDGET VARIANCE	\$1,058,886
NOT INCLUDED IN THIS GMP	
RESTROOM RENOVATIONS	\$97,914



Review and Recommend Action on Guaranteed Maximum Price for the 2013 Bond Construction Mid Valley Campus Health Professions and Science Building

Approval of a Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Mid Valley Campus Health Professions and Science Building is requested.

Purpose

A Guaranteed Maximum Price is used by the Construction Manager-at-Risk (CM@R) to present their maximum construction cost to provide the Owner with a complete and functioning project.

Justification

The submitted GMP is necessary for the CM@R to begin with the work to meet their overall construction schedule. ROFA Architects has submitted construction documents with enough information regarding the construction work of the project.

Background

ROFA Architects has completed the 60% set of construction documents for the project necessary for the CM@R to provide a complete GMP for review by the project team and approval by the College's Board of Trustees. Approval of the GMP will allow for the construction to begin and is in an effort for the CM@R to meet their overall construction schedule. The architect has provided the necessary construction documents to Skanska USA Building, Inc. which has provided a GMP in the amount of \$14,500,895. Broaddus and Associates is recommending value management options using an alternate roof system and the reduction of the South Entry for a savings of \$252,386 with the final GMP of \$14,248,509.

CCL and GMP

Health Professions and Science Building Target CCL	\$13,500,000
Proposed Health Professions and Science Building GMP	\$14,500,895

Value Management Options

Siplast roofing system 2 ply SBS torch 30 year NDL	(\$204,879)
Reduction of South Entry	(47,507)
Total Value Management Options	(\$252,386)

Proposed Health Professions and Science Building GMP	\$14,500,895
Total Value Management Options	(\$252,386)
Revised GMP	\$14,248,509

Deficit Budget Variance	(\$748,509)
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Proposed Funding Source	
Utilize Bond Construction Program Contingency Funds	\$748,509

Funding Source

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Mid Valley Campus Health Professions Building is \$13,500,000. Bond funds are budgeted in the Bond Construction budget for FY 2015 - 2016. The balance of funds will be funded by the Bond Program Contingency.

Reviewers

The GMP has been reviewed by Broaddus & Associates Cost Control Estimator Joseph Gonzalez who concurs with the pricing as presented in the Construction Manager-at-Risk's proposal.

Enclosed Documents

A memorandum from Broaddus and Associates and a description of the GMP submitted by Skanska USA Building, Inc. is enclosed.

Presenters

Representatives from Broaddus & Associates, ROFA Architects, and Skanska USA Building, Inc. will be present at the meeting to present the proposed Guaranteed Maximum Price.

This item is scheduled for presentation to the Facilities Committee at a special meeting scheduled for Tuesday, July 26, 2016.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Guaranteed Maximum Price (GMP) in the amount of \$14,248,509 and use of bond program contingency funds in the amount of \$748,509 with Skanska USA Building, Inc. for the 2013 Bond Construction Mid Valley Campus Health Professions and Science Building as presented.

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes the Guaranteed Maximum Price (GMP) in the amount of \$14,248,509 and use of bond program contingency funds in the amount of \$748,509 with Skanska USA Building, Inc. for the 2013 Bond Construction Mid Valley Campus Health Professions and Science Building as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President



MEMORANDUM

To: Ricardo de la Garza, Associate AIA, Director of Facilities Planning and Construction
From: Gilbert Gallegos AIA, Senior Vice President
Date: July 26, 2016
Subject: Mid Valley Campus: Health and Science Building GMP from Skanska USA Building, Inc.
Re: 2013 South Texas College Bond Construction Program – Mid Valley Campus: Health and Science Building GMP from Skanska USA Building, Inc

Broaddus & Associates is pleased to request approval of the Guaranteed Maximum Price (GMP) for the STC Mid Valley Campus: Health and Science Building from Skanska USA Building Inc. Currently two GMP's for the Mid Valley Campus have been approved and are under construction: Mid Valley Parking and Site Improvements and the Mid Valley Thermal Energy Plant Expansion which were approved in April 2016.

The Health Professions and Science Building is a new two story facility which encompasses science labs, classrooms, nursing teaching spaces, offices, student collaboration areas and related support areas.

We recommend the approval of the current GMP for the Health Professions and Science Building as presented incorporating the roofing alternate savings.

Broaddus & Associates Cost Control Estimator, Joseph Gonzalez, has reviewed the GMP for the Mid Valley Campus: Health and Science Building from Skanska USA Building, Inc. and concurs with the pricing in the Construction Manager-at-Risk's proposal. We therefore request that the Facilities Committee consider recommending to the Board of Trustees approval of these proposals as presented.

Additionally, this memo serves to certify that the following spaces have been added to the original program and are included in the current designs as presented in the GMP. These spaces are inherent to the proper functioning of the academic programs. This design is consistent with the schematic designs which were approved by the Board of Trustees.

Health Professions and Science Building		
First floor		Requested by
Unisex restroom	111	STC Board
Additional IDF	146	Staff
Student area	193	Building Committee
Vending	99	Building Committee
Second Floor		
Student Collaboration	442	Building Committee
Student Collaboration	873	Building Committee
Student Collaboration	442	Building Committee
unisex restroom	92	STC board
Additional IDF	156	Staff
Vending	26	Building Committee
Total	2,580	

SKANSKA

SKANSKA USA BUILDING INC.

July 21, 2016

Project Name STC Mid Valley Campus Package II (Health Profession and Science Building)

Owner Name South Texas College

Location Weslaco, TX

Bid Package	Description	Total Cost GMP
1	General Requirements	\$ -
2	Existing Conditions	\$ -
3	Concrete	\$ 1,529,032
4	Masonry	\$ 560,808
5	Metals	\$ 1,170,967
6	Woods, Plastic, and Composites	\$ 695,850
7	Thermal and Moisture Protection	\$ 1,105,248
8	Openings	\$ 416,286
9	Finishes	\$ 1,722,272
10	Specialities	\$ 394,882
11	Equipment	\$ 104,223
12	Furnishings	\$ 8,356
13	Special Construction	\$ -
14	Conveying Systems	\$ 179,750
21	Fire Suppression	\$ 175,882
22	Plumbing	\$ 1,232,600
23	Heating, Ventilating, and Air Conditioning	\$ 1,902,390
25	Integrated Automation	\$ -
26	Electrical	\$ 879,000
27	Communications	\$ 448,600
28	Electronic Safety and Security	\$ -
31	Earthwork	\$ 368,500
32	Exterior Improvements	\$ -
33	Utilities	\$ -
34	Transportation	\$ -
35	Waterway and Marine Construction	\$ -
40	Process Integration	\$ -
41	Material Processing and Handling Equipment	\$ -
42	Process Heating, Cooling, Drying Equipment	\$ -
43	Process Gas and Liquid Handling, Purification, and Storage Equipment	\$ -
44	Pollution Control Equipment	\$ -
45	Industry-Specific Manufacturing Equipment	\$ -
48	Electrical Power Generation	\$ -
	Building Permit Fees	\$ 31,162
	SUBTOTAL	\$ 12,925,808
	Escalation	\$ -
	TOTAL COST OF WORK WITH ESCALATION	\$ 12,925,808
	Construction Contingency - 1.50%	\$ 193,887
	Design Contingency - 1.50%	\$ 193,887
	SUBTOTAL	\$ 13,313,582
	General Conditions	\$ 683,420
	CCIP	NA
	Fee - 3.60%	\$ 503,892
	TOTAL COST	\$ 14,500,895
	GRAND TOTAL COST	\$ 14,500,895
	ALTERNATES	TOTAL
	<i>Breakout 1:</i> Reduction of South entry	\$ (47,507)
	<i>Alternate 1:</i> Provide Siplast roofing system, 2-Ply SBS Torch with "Bright White" cap sheet, 30 year NDL warranty in lieu of Garland roofing system.	\$ (204,879)

Review and Action as Necessary on Guaranteed Maximum Price for the 2013 Bond Construction Mid Valley Campus Projects Student Services Building Expansion

Approval of a Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Mid Valley Campus Student Services Building Expansion is requested.

Purpose

A Guaranteed Maximum Price is used by the Construction Manager-at-Risk (CM@R) to present their maximum construction cost to provide the Owner with a complete and functioning project.

Justification

The submitted GMP is necessary for the CM@R to begin with the work to meet their overall construction schedule. ROFA Architects has submitted construction documents with enough information regarding the construction work of the project.

Background

ROFA Architects has completed the 60% set of construction documents for the project necessary for the CM@R to provide a complete GMP for review by the project team and approval by the College's Board of Trustees. Approval of the GMP will allow for the construction to begin and is in an effort for the CM@R to meet their overall construction schedule. The architect has provided the necessary construction documents to Skanska USA Building, Inc. which has provided an initial proposed GMP in the amount of \$3,850,923. Broaddus and Associates is recommending a value management option using an alternate roof system for a savings of \$109,909 with the final GMP of \$3,741,014.

CCL and GMP

Student Services Building Expansion Target CCL	\$2,500,000
Fixed Kitchen Equipment	325,000
Total	\$2,825,000

Proposed Student Services Expansion GMP	\$3,850,923
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Deficit Budget Variance	(\$1,025,923)
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Less: Value Management Option

Siplast 2 ply, SBS Torch, 30 year ND	\$109,909
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Deficit Budget Variance	(\$916,014)
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Revised GMP	\$3,741,014
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Proposed Funding Source	
Utilize Bond Construction Program Contingency Funds	\$916,014

Funding Source

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Mid Valley Campus Student Services Building Expansion is \$2,500,000. Bond funds are budgeted in the Bond Construction budget for FY 2015 - 2016. The balance of funds will be funded by the Bond Program Contingency.

Reviewers

The GMP has been reviewed by Broaddus & Associates Cost Control Estimator Joseph Gonzalez who concurs with the pricing as presented in the Construction Manager-at-Risk's proposal.

Enclosed Documents

A memorandum from Broaddus and Associates and a description of the GMP submitted by Skanska USA Building, Inc. is enclosed.

Presenters

Representatives from Broaddus & Associates, ROFA Architects, and Skanska USA Building, Inc. will be present at the meeting to present the proposed Guaranteed Maximum Price.

This item is scheduled for presentation to the Facilities Committee at a special meeting scheduled for Tuesday, July 26, 2016.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Guaranteed Maximum Price (GMP) in the amount of \$3,741,014 and use of bond program contingency funds in the amount of \$916,014 with Skanska USA Building, Inc. for the 2013 Bond Construction Mid Valley Student Services Building Expansion as presented.

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes the Guaranteed Maximum Price (GMP) in the amount of \$3,741,014 and use of bond program contingency funds in the amount of \$916,014 with Skanska USA Building, Inc. for the 2013 Bond Construction Mid Valley Student Services Building Expansion as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President



MEMORANDUM

To: Ricardo de la Garza, Associate AIA, Director of Facilities Planning and Construction

From: Gilbert Gallegos AIA, Senior Vice President

Date: July 26, 2016

Subject: Mid Valley Campus: Student Services Expansion, GMP from Skanska USA Building, Inc.

Re: 2013 South Texas College Bond Construction Program – Mid Valley Campus: Student Services Expansion GMP from Skanska USA Building, Inc

Broaddus & Associates is pleased to request approval of the Guaranteed Maximum Price (GMP) for the STC Mid Valley Campus: Student Services Expansion from Skanska USA Building Inc. Currently two GMP's for the Mid Valley Campus have been approved and are under construction: Mid Valley Parking and Site Improvements and the Mid Valley Thermal Energy Plant Expansion which were approved in April 2016.

The Student Services Expansion includes a complete new kitchen remodeling, new dining area, new student activities areas and a new student admissions area as well as related support spaces.

We recommend the approval of the current GMP for the Student Services Building as presented incorporating the roofing alternate savings.

Broaddus & Associates Cost Control Estimator, Joseph Gonzalez, has reviewed the GMP for the Mid Valley Campus: Health and Science Building and the Student Services Expansion from Skanska USA Building, Inc. and concurs with the pricing in the Construction Manager-at-Risk's proposal. We therefore request that the Facilities Committee consider recommending to the Board of Trustees approval of these proposals as presented.

Additionally, this memo serves to certify that the following spaces have been added to the original program and are included in the current designs as presented in the GMP. These spaces are inherent to the proper functioning of the academic programs. This design is consistent with the schematic designs which were approved by the Board of Trustees.

Student Services Building Expansion		
Student Admissions	3,269	Building Committee
Unisex Restroom	110	STC Board
outdoor cover	874	STC Board
	4,253	



SKANSKA USA BUILDING INC.

July 21, 2016

Project Name STC Mid Valley Campus Package II (Student Services Expansion)
 Owner Name South Texas College
 Location Weslaco, TX

Bid Package	Description	Total Cost GMP
1	General Requirements	\$ -
2	Existing Conditions	\$ 15,000
3	Concrete	\$ 228,668
4	Masonry	\$ 212,666
5	Metals	\$ 238,727
6	Woods, Plastic, and Composites	\$ 20,980
7	Thermal and Moisture Protection	\$ 395,962
8	Openings	\$ 154,576
9	Finishes	\$ 454,131
10	Specialities	\$ 84,360
11	Equipment	\$ 162,208
12	Furnishings	\$ 4,106
13	Special Construction	\$ -
14	Conveying Systems	\$ -
21	Fire Suppression	\$ 52,532
22	Plumbing	\$ 303,000
23	Heating, Ventilating, and Air Conditioning	\$ 486,410
25	Integrated Automation	\$ -
26	Electrical	\$ 404,500
27	Communications	\$ 81,950
28	Electronic Safety and Security	\$ -
31	Earthwork	\$ 93,613
32	Exterior Improvements	\$ -
33	Utilities	\$ -
34	Transportation	\$ -
35	Waterway and Marine Construction	\$ -
40	Process Integration	\$ -
41	Material Processing and Handling Equipment	\$ -
42	Process Heating, Cooling, Drying Equipment	\$ -
43	Process Gas and Liquid Handling, Purification, and Storage Equipment	\$ -
44	Pollution Control Equipment	\$ -
45	Industry-Specific Manufacturing Equipment	\$ -
48	Electrical Power Generation	\$ -
	Building Permit Fees	\$ 9,862
	SUBTOTAL	\$ 3,403,250
	Escalation	\$ -
	TOTAL COST OF WORK WITH ESCALATION	\$ 3,403,250
	Construction Contingency - 1.50%	\$ 51,049
	Design Contingency - 1.50%	\$ 51,049
	SUBTOTAL	\$ 3,505,348
	General Conditions	\$ 211,759
	CCIP	NA
	Fee - 3.60%	\$ 133,816
	TOTAL COST	\$ 3,850,923
	GRAND TOTAL COST	\$ 3,850,923
	ALTERNATES/BREAKOUT PRICING	TOTAL
	Alternate 1: Provide Siplast roofing system, 2-Ply SBS Torch with "Bright White" cap sheet, 30 year NDL warranty in lieu of Garland roofing system.	\$ (109,909)

Review and Update on Guaranteed Maximum Price for the 2013 Bond Construction Mid Valley Campus Projects

- 1. Mid Valley Campus Workforce Training Expansion**
- 2. Mid Valley Campus Library**

Guaranteed Maximum Prices (GMPs) were expected to be delivered for these projects as part of the Board-approved Guaranteed Maximum Prices (GMPs) and Occupancy Timeline for the 2013 Bond Construction Program.

Broaddus and Associates will be present to discuss the current status on the Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Mid Valley Campus Workforce Training Center Expansion and Library Expansion projects.

Review and Action as Necessary on Balance of Guaranteed Maximum Price for the 2013 Bond Construction Nursing and Allied Health Campus

Approval of the balance of the Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Nursing and Allied Health Campus Expansion is requested.

Purpose

A Guaranteed Maximum Price is the method used by the Construction Manager-at-Risk (CM@R) which presents proposed construction cost to provide the Owner with a complete and functioning project.

Justification

The submitted GMP is necessary for D. Wilson Construction (CM@R) to begin with the work to meet their overall construction schedule. ERO Architects has submitted construction documents with adequate information regarding the construction work of the project.

Background

On May 24, 2016, the Board approved the partial GMP for the Nursing and Allied Health Campus Expansion in the amount of \$4,142,000. The approval of the partial GMP was necessary at that time so that D. Wilson Construction could begin with the work to meet their overall construction schedule. Since then, D. Wilson has received the necessary construction documents from ERO Architects to develop the balance of the GMP in the amount of \$12,867,860. The total GMP for this project is \$17,009,860 which includes the initial partial GMP. Additional funds are available in the amount of \$34,860 to account for the deficit budget variance. Approval of the GMP will allow for construction to continue and meet the overall construction schedule.

Funding Source

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Nursing and Allied Health Campus Expansion project is as follows:

Construction Cost Limitation	\$16,600,000
Fixed Equipment (Kitchen)	\$375,000
Total	<hr/> \$16,975,000
D. Wilson Construction GMP	\$12,867,860
Previous Partial GMP (Foundation and Steel)	\$ 4,142,000
Total GMP	<hr/> 17,009,860
Deficit Budget Variance	(\$34,860)

Bond funds are budgeted in the Bond Construction budget for fiscal year 2015-2016. Additional funds for the deficit budget variance will be used from the Bond Construction Program Contingency.

Reviewers

The GMP has been reviewed by Broaddus & Associates Cost Control Estimator Joseph Gonzalez, and concurs with the pricing as presented in the Construction Manager-at-Risk's proposal.

Enclosed Documents

A memorandum from Broaddus & Associates and a description of the GMP submitted by D. Wilson Construction is enclosed.

Presenters

Representatives from Broaddus & Associates, ERO Architects, and D. Wilson Construction will be present at the meeting to present the proposed Guaranteed Maximum Price.

This item is scheduled for presentation to the Facilities Committee at a special meeting scheduled for Tuesday, July 26, 2016.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Balance of the Guaranteed Maximum Price (GMP) in the amount of \$12,867,860 for a total GMP in the amount of \$17,009,860 which includes the initial partial GMP and use of bond program contingency funds in the amount of \$34,860 with D. Wilson Construction for the 2013 Bond Construction Nursing and Allied Health Campus Expansion as presented.

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes the Balance of the Guaranteed Maximum Price (GMP) in the amount of \$12,867,860 for a total GMP in the amount of \$17,009,860 which includes the initial partial GMP and use of bond program contingency funds in the amount of \$34,860 with D. Wilson Construction for the 2013 Bond Construction Nursing and Allied Health Campus Expansion as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President



MEMORANDUM

To: Ricardo de la Garza, Associate AIA, Director of Facilities Planning and Construction

From: Gilbert Gallegos, AIA, Sr. Vice President

Date: July 26, 2016

Subject: Nursing and Allied Health Campus (GMP) - from D Wilson Construction

Re: 2013 South Texas College Bond Construction Program – Nursing and Allied Health GMP

Broaddus & Associates is pleased to request approval of the Guaranteed Maximum Price (GMP) for the STC Nursing and Allied Health Campus. Previously, a partial GMP was approved in May 2016 for the Steel and Foundation work which is currently in progress. The current GMP includes all the remaining work to complete the entire four story building which includes a hospital simulation teaching floor, classrooms, offices, library, kitchen ,dining facilities ,associated student collaboration areas and support areas.

The GMP for Nursing and Allied Health Campus Project includes all the materials and labor for the project scope. The pricing is based on construction plans produced by ERO Architects, Inc.

Broaddus & Associates Cost Control Estimator, Joseph Gonzalez, has reviewed the Partial GMP for the Nursing and Allied Health Campus Project and concurs with the pricing submitted by the Construction Manager-at-Risk's proposal. We therefore request that the Facilities Committee consider recommending to the Board of Trustees approval of this proposal as presented.

Additionally, this memo serves to certify that the following spaces have been added and deleted from the original program and are included in the current designs as presented in the GMP. These spaces are inherent to the proper functioning of the academic programs. Recognizing that the Original space program total square footage would be exceeded, an attempt was made to reduce some of the program spaces originally identified by the stake holders. A functional space deviation from the original program also occurred with the change from a catering kitchen to a full service kitchen nevertheless the original square footage remained the same. This design is consistent with the schematic designs which were approved by the Board of Trustees.

Nursing and Allied Health Campus		
Library	2,157	Building Committee
Pharmacy Prep/Steril	211	Building Committee
Radiology Control room,training lab,storage	882	Building Committee
Ultrasound Demostration/control room	290	Building Committee
Emergency Room Simulation B&C	969	Building Committee
Pediatrics Simulation Lab	190	Building Committee
Unisex toilet rooms	370	Building Committee
Added MDF IDF	804	Staff
Exterior storage/can wash/water softener	126	Building Committee
TOTAL ADD	5,999	
Spaces Deleted		
MRI Training lab	-500	Building Committee
Adjuct Workspace	-200	Building Committee
Reception at Testing Center	-250	Building Committee
Storage at Dining	-200	Building Committee
Additional Storage	-150	Building Committee
TOTAL DEDUCT	-1,300	
NET	4,699	



McAllen • San Antonio

JOB: STC Nursing Allied & Health
 Est. Start Date: Thursday, July 14, 2016
 Completion: Tuesday, March 13, 2018
 Days: 607
 Months: 20
 PLAN SF: 94,382

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Addendum: n/a
 Alternates: 0
 Contract docs: 0
 Liquidated damages: 1000
 Sub list required: Yes

Schedule of Values

CSI Section	Division Title	Base Bid
01 00 00	GENERAL REQUIREMENTS	746,244
03 00 00	CONCRETE	64,000
04 00 00	MASONRY	836,360
05 00 00	STRUCTURAL STEEL	259,420
06 00 00	CARPENTRY	274,119
07 00 00	MOISTURE PROTECTION	939,885
08 00 00	DOORS & WINDOWS	1,399,412
09 00 00	FINISHES	2,285,897
10 00 00	SPECIALTIES	249,421
12 00 00	FURNISHINGS	264,611
14 00 00	CONVEYING SYSTEMS	248,900
21 00 00	FIRE SUPPRESSION	302,650
22 00 00	PLUMBING	685,000
23 00 00	HVAC	1,459,875
26 00 00	ELECTRICAL	2,132,000
27 00 00	STRUCTURED CABLING	inc
28 00 00	ELECTRONIC SAFETY AND SECURITY	inc
31 00 00	EARTHWORK	58,624
	CONTRACTOR DESIGN CONTINGENCY	130,000
	CONSTRUCTION PHASE FEE	3.60% 439,500
	INSURANCE SUBTOTAL	-
	BOND SUBTOTAL	106,942
	SUBTOTALS:	12,752,860
	OWNER'S CONTINGENCY (NO FEE)	115,000
	GMP TOTAL:	12,867,860

Review and Action as Necessary on Partial GMP for the 2013 Bond Construction Starr County Campus Health Professions and Science Building

Approval of a Partial Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Starr County Campus Health Professions and Science Building is requested.

Purpose

A Guaranteed Maximum Price is the method used by the Construction Manager-at-Risk (CM@R) to present their proposed construction cost to provide the Owner with a complete and functioning project. In certain instances, it is necessary for the CM@R to submit a request for approval of a Partial GMP in order to maintain the timeline required to arrive at the scheduled date for completion of a project.

Justification

The Partial GMP that is being submitted is necessary for the CM@R to begin with the work to meet their overall construction schedule and to procure the steel. Mata + Garcia Architects has submitted construction documents with enough information regarding the construction work of the project. The construction work for the Partial GMP is for the foundation and structure and includes areas of concrete, steel, and under slab mechanical, electrical and plumbing infrastructure work only.

Background

Mata Garcia Architects completed the 100% set of construction documents for the project necessary for the CM@R to provide a partial GMP for review by the project team and approval by the College's Board of Trustees. The 100% set of construction documents consist only of foundation and structural drawings necessary for the development of the partial GMP. Approval of the partial GMP will allow for the construction to begin and is in an effort for the CM@R to meet their overall construction schedule. The architect has provided the necessary construction documents to D. Wilson Construction Company which has provided the partial GMP in the amount of \$1,736,000. The CM@R will submit the final GMP for approval at a later date.

Funding Source

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Starr County Campus Health Professions and Science Building is \$8,500,000. Bond funds are budgeted in the Bond Construction budget for FY 2015 - 2016.

Reviewers

The Partial GMP has been reviewed by Broaddus & Associates Cost Control Estimator Joseph Gonzalez who concurs with the pricing as presented in the Construction Manager-at-Risk's proposal.

Enclosed Documents

A memorandum from Broaddus and Associates and a description of the Partial GMP submitted by D. Wilson Construction Company is enclosed.

Presenters

Representatives from Broaddus & Associates, Mata + Garcia Architects, and D. Wilson Construction will be present at the Facilities Committee meeting to present the proposed Partial Guaranteed Maximum Price.

This item is scheduled for presentation to the Facilities Committee at a special meeting scheduled for Tuesday, July 26, 2016.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Partial Guaranteed Maximum Price (GMP) with D. Wilson Construction Company in the amount of \$1,736,000 for the 2013 Bond Construction Starr County Campus Health Professions and Science Building as presented.

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees approves and authorizes the Partial Guaranteed Maximum Price (GMP) with D. Wilson Construction Company in the amount of \$1,736,000 for the 2013 Bond Construction Starr County Campus Health Professions and Science Building as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President



MEMORANDUM

To: Ricardo de la Garza, Associate AIA, Director FP&C
From: Gilbert Gallegos AIA, Senior Vice President
Date: June 28, 2016
Subject: Starr County Campus, Rio Grande City, Texas
Re: 2013 South Texas College Bond Construction Program –Health Professions & Science Building Partial GMP

Broaddus & Associates is pleased to bring forward a Partial GMP for the STC Board of Trustees approval. This request is for the Starr County Campus Health Professions & Science building and is presented as a Partial GMP because of the need to procure the steel in anticipation of continuing steel price increases as well as an attempt to compress the schedule for completion of this project. The project has been advertised and competitively bid and the GMP for the balance of the building project will be presented in August.

As in any GMP this is a not-to-exceed amount. With the Board of Trustees approval this will allow for the building construction to begin for the building. This Partial GMP will be rolled into the final GMP for this project once it is approved.

Broaddus & Associates Cost Control Estimator, Joseph Gonzalez, has reviewed the submitted Partial GMP for the Starr County Campus Health Professions & Science building and concurs with the pricing in the Construction Manager-at-Risk's proposal. We therefore request that the Facilities Committee consider recommending to the Board of Trustees that they approve this proposal for a Partial GMP.



JOB: STC Starr Health + Science
Est. Start Date: Tuesday, June 21, 2016
Completion: Thursday, February 23, 2017
Days: 247
Months: 8
PLAN SF: 51,557

DWC Project No.: 15-709
 Contract docs: AIA
 Liquidated damages: \$1,000
 Sub list required: Yes

PRINTED: 6/23/16 10:38 AM

Schedule of Values

CSI Section	Starr Health + Science 100% CD GMP-1	COST
01 00 00	GENERAL REQUIREMENTS	82,194
03 00 00	CONCRETE	463,500
04 00 00	MASONRY	23,615
05 00 00	STRUCTURAL STEEL	718,417
06 00 00	CARPENTRY	—
07 00 00	MOISTURE PROTECTION	8,478
08 00 00	DOORS & WINDOWS	—
09 00 00	FINISHES	—
10 00 00	SPECIALTIES	—
12 00 00	FURNISHINGS	—
21 00 00	FIRE SUPPRESSION	16,300
22 00 00	PLUMBING	98,800
23 00 00	HVAC	19,000
26 00 00	ELECTRICAL	10,200
27 00 00	STRUCTURED CABLING	—
28 00 00	ELECTRONIC SAFETY AND SECURITY	—
31 00 00	EARTHWORK	167,878
	CONTRACTOR DESIGN CONTINGENCY	1.00% 18,000
	CONSTRUCTION PHASE FEE	3.60% 62,100
	INSURANCE SUBTOTAL	-
	BOND SUBTOTAL	20,701
	SUBTOTALS:	1,709,183
	PROPOSED GMP AMOUNT:	1,710,000
	OWNER'S CONTINGENCY (NO INSURANCE, BOND, or FEE)	1.50% 26,000
	SERVICES GMP TOTAL:	1,736,000

Review and Recommend Action on Contracting Mechanical Electrical and Plumbing (MEP) Engineering Services for the Non-Bond Pecan Campus Building G Science Lab Fume Hood Exhaust System Upgrades

Approval to contract Mechanical, Electrical, and Plumbing (MEP) engineering design services for the Non-Bond Pecan Campus Building G Science Lab Fume Hood Exhaust System Upgrades is requested.

Purpose

The procurement of a MEP engineer will provide for design services necessary for the upgrade of the Non-Bond Pecan Campus Building G Science Lab Fume Hood Exhaust System project.

Justification

The procurement of a MEP engineer will allow for the engineer to work with staff to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using college design standards as well as all applicable codes and ordinances. Construction documents will then be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

Background

The science department has requested the upgrade of the existing system for the Pecan Campus Building G due to it not functioning efficiently. The fume hoods and exhaust system are over fifteen years old and in need of replacing and upgrading. This project was not budgeted through the normal Capital Improvement Process (CIP) but is needed for the demand of science classes currently scheduled. Funds are available through savings from other non-bond project construction projects.

Sigma HN Engineers was previously contracted to perform a study to review the existing conditions and determined that the existing fume hoods and exhaust system are not functioning properly. They have provided a report describing the items of the existing system that need to be upgraded and repaired. They have estimated the construction costs to be just under \$200,000.

In order to proceed with the design of the upgrade to the fume hoods and exhaust system, staff recommends contracting MEP engineering services for preparation of plans and specifications. This work will be scheduled to be constructed during the fall of 2016.

Three MEP engineering firms listed below were previously approved by the Board for to provide professional on-call services as needed for projects under \$300,000.

1. DBR Engineering
2. Half Associates
3. Sigma HN Engineers

Based on the following criteria, Sigma HN Engineers is recommended to provide MEP engineering services for this project.

- Previous experience with science exhaust systems and this system
- Experience with similar projects
- Familiarity with the College’s standards
- Previously performed study to review existing conditions

Funding Source

Funds are available in the FY 2015 – 2016 renewals and renewals budget for design and construction of these upgrades.

Proposed Project Budget		
Budget Components	Amount Available	Proposed Costs
Design	\$20,000	Design fees are proposed at 10%.
Construction	\$200,000	Actual cost will be determined after the solicitation of construction proposals.

Enclosed Documents

Enclosed is a floor plan indicating the proposed room locations in need of the upgrades.

Recommended Action

The Facilities Committee recommended Board approval to contract MEP engineering services with Sigma HN Engineers for the Non-Bond Pecan Campus Building G Science Lab Fume Hood and Exhaust System Upgrades project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting MEP engineering services with Sigma HN Engineers for the Non-Bond Pecan Campus Building G Science Lab Fume Hood and Exhaust System Upgrades project as presented.

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College approves and authorizes contracting MEP engineering services with Sigma HN Engineers for the Non-Bond Pecan Campus Building G Science Lab Fume Hood and Exhaust System Upgrades project as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

Review and Recommend Action on Contracting Mechanical Electrical and Plumbing (MEP) Engineering Services for the Non-Bond Pecan Plaza Emergency Generator and Wiring and Starr County Campus Buildings E and J Crisis Management Center Generator

Approval to contract Mechanical, Electrical, and Plumbing (MEP) Engineering design services to prepare plans for the Non-Bond Pecan Plaza Emergency Generator and Wiring and Starr County Campus Buildings E and J Crisis Management Center Generator projects is requested.

Purpose

MEP engineering design services are necessary for the design and construction administration services for the Non-Bond Pecan Plaza Emergency Generator and Wiring and Starr County Campus Buildings E and J Crisis Management Center Generator projects. The design scope of work includes, but is not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

Justification

The proposed the Non-Bond Pecan Plaza Emergency Generator and Wiring and Starr County Campus Buildings E and J Crisis Management Center Generator projects are needed in response to the following:

- Pecan Plaza Police Department
 - Provide emergency electrical service when a power failure occurs
- Starr County Campus Building
 - Building E – provide emergency power in IT rooms
 - Building J – provide emergency power for the future Crisis Management Center

Background

On May 31, 2016, South Texas College began soliciting for MEP design services for the purpose of selecting a firm to prepare the necessary plans and specifications for the Non-Bond Pecan Plaza Emergency Generator and Wiring and Starr County Campus Buildings E and J Crisis Management Center Generator projects. A total of eight (8) firms received a copy of the RFQ and a total of three (3) firms submitted their responses on June 16, 2016.

Funding Source

Funds for these expenditures are budgeted in the non-bond construction budget for FY 2015 - 2016.

Reviewers

The Requests for Qualifications have been reviewed by college staff.

Enclosed Documents

The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

Recommended Action

The Facilities Committee recommended Board approval to contract Mechanical, Electrical, Plumbing (MEP) design services with DBR Engineering Consultants, Inc. for preparation of plans and specifications for the Non-Bond Pecan Plaza Emergency Generator and Wiring and Starr County Campus Buildings E and J Crisis Management Center Generator projects as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting Mechanical, Electrical, Plumbing (MEP) design services with DBR Engineering Consultants, Inc. for preparation of plans and specifications for the Non-Bond Pecan Plaza Emergency Generator and Wiring and Starr County Campus Buildings E and J Crisis Management Center Generator projects as presented.

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College approves and authorizes contracting Mechanical, Electrical, Plumbing (MEP) design services with DBR Engineering Consultants, Inc. for preparation of plans and specifications for the Non-Bond Pecan Plaza Emergency Generator and Wiring and Starr County Campus Buildings E and J Crisis Management Center Generator projects as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

**SOUTH TEXAS COLLEGE
MECHANICAL, ELECTRICAL, AND PLUMBING ENGINEERING SERVICES
PECAN PLAZA AND STARR COUNTY CAMPUS
PROJECT NO. 15-16-1088**

VENDOR	DBR Engineering Consultants, Inc.	Half Associates, Inc.	Sigma HN Engineers, PLLC.
ADDRESS	200 S 10th St Ste 901	5000 W Military Ste 100	701 S 15th St
CITY/SSTATE/ZIP	McAllen, TX 78501	McAllen, TX 78503	McAllen, TX 78501
PHONE	956-683-1640	956-664-0286	956-332-3206
FAX	956-683-1903	956-664-0282	956-687-5561
CONTACT	Edward Puentes	Thomas E. Dearmin	Jesus Gabriel Hinojosa
3.1 Statement of Interest			
3.1.1 Statement of Interest for Project	Pointed out the work the firm has provided for STC recently, including services for a thermal plant at Mid-Valley Campus. Indicated their understanding of STC's need for quick response and attention to detail.	Stated that firm has provided a number of electrical design for the college and the staff for this project would be the same that has served STC on previous projects.	The firm emphasized the experience of the two principals within the firm. They indicated that STC would be working directly with the two principals and pointed out that the firm's size would be better able to meet the needs in a cost-effective manner.
3.1.2 History and Statistics of Firm	- Providing services since 1972 - 120 staff member in 5 offices in Texas - 8 Managing Partners	- Founded in Dallas in 1950 - Has 13 offices in Texas - McAllen office since 1994 - About 560 total staff	Established in 2012. Indicated a combined 15 years experience of the two principals. Stated that they have completed over 100 projects with 45 of these for higher education.
3.1.3 Narrative on qualifications and specialized experience	The firm emphasized their hands-on approach to construction administration and their ability to provide commissioning and operator training on the equipment to be installed related to the project.	Firm stated their familiarity with the existing STC electrical and HVAC systems since they designed these for STC. Stated that this knowledge would enable them to finish the project more rapidly and efficiently than anyone else.	Indicated that their size allows them to be more flexible and better able to meet client's need in a cost-effective manner. Pointed out previous work involving the type equipment involved in the design services requested.
3.1.4 Statement of Availability and Commitment	Indicated that the firm's design team meets each week to discuss project schedules and allocate staff to meet needs to project. Stated that they will be available "as often as needed by the college."	Indicated that the staff identified will be ready and available for the project. They pointed to the depth of staff at their McAllen office and the support from other offices.	Indicated that firm has the resources to perform work immediately for STC. Listed a staff of seven, including the principals. Stated that they will ensure the necessary resources for the project.
3.2 Prime Firm			
3.2.1 Resumes of Principals and Key Members	Included resumes for the following staff: - Edward Puentes, PE, Partner/Project Manager - Antonio Salazar, Jr., Mechanical Designer - T. Joey Beltz, EIT, Electrical Designer - Maritza Garza, EIT, Plumbing Designer	Included resumes for the following staff: - Menton "Trey" Murray III, PE, LEED AP - Jose Delgado, PE, LEED AP BD+C, Electrical Engineer - Gabriel Benavides Jr., PE, Electrical Engineer - Robert Tijerina, EIT, HVAC/Plumbing - Hugo H. Avila, PE, HVAC/Plumbing - Tom Dearmin, PE, LEED AP	Provided resumes for the two principals: - Jesus Gabriel Hinojosa, PE, LEED AP - Jose Antonio Nicanor, PE, LEED AP
3.2.2 Project Assignments and Lines of Authority	Listed the assignments for the above named staff and the time commitment each will devote to the project. The project manager will commit 75% of his time to project. The others are indicated at 50% time commitment.	Showed percentage time assignments for ten named staff members who would be involved in the project.	Indicated a 100% time commitment from both principles for the project and provided the time commitments from the five other staff.

**SOUTH TEXAS COLLEGE
MECHANICAL, ELECTRICAL, AND PLUMBING ENGINEERING SERVICES
PECAN PLAZA AND STARR COUNTY CAMPUS
PROJECT NO. 15-16-1088**

VENDOR	DBR Engineering Consultants, Inc.	Half Associates, Inc.	Sigma HN Engineers, PLLC.
3.2.3 Prime Firm's Proximity and ability to respond to unplanned meetings	Pointed to their McAllen location and that they are only 10 minutes away from the Pecan Plaza and 1 hour away from the Starr County Campus.	Located in McAllen. Stated that they are 6 miles away from the STC Pecan Plaza and 40 miles away from Starr County Campus.	Location is in McAllen. Indicated that their office is 2.5 miles from the campus and this means they are five minutes away from the Pecan Plaza and one hour away from the Starr County Campus.
3.2.4 Litigation that could affect firm's ability provide services	Indicated that there is no past or pending litigation that would affect ability to provide services to STC.	Stated that the limited litigation they are involved with is unrelated to STC and will have no impact in their performance for STC.	Indicated that they are not currently involved in litigation that would affect ability to provide services to STC.
3.3 Project Team			
3.3.1 Organization chart with Role of Prime Firm and basic Services consultants	Included organization chart with the staff who will be assigned to project.	Included organization chart with the staff who will be assigned to the project and their roles.	Organization chart was included showing the primary roll of the two principals and which included two subconsultants. The subconsultants are: - Mata Garcia Architects - CLH Engineering
3.4 Representative Projects			
3.4.1 Minimum of 5 projects firm has worked on	- South Texas College - Mid Valley Campus - Health Profession and Science Building (\$12.5 million) -PSJA ISD -Audie Leon Murphy Middle School (\$20.1 million) -City of McAllen-McAllen Fire Station No.6- Emergency Generator (1000,000) -Point Isabel ISD - Administration Building- Backup Generator (\$95,000) - Brownsville ISD - IT Building - Backup Generator (\$150,000)	-McAllen ISD -Central Kitchen Generator & Emergency System Renovations (\$106,000) -Donna ISD Network Operating Center Improvements (\$731,478) -Edinburg CISD Network Operating Center HVAC and Generator Addition (\$500,000) -PSJA ISD Child Nutrition Department Generator Addition (\$332,637) -Texas A&M University - South Texas Center for Rural Public Health (\$1,164,882)	- LRGVDC - 911 Call Center & City of Weslaco Public Works Relocation (\$800,000) - Linn-San Manuel - Emergency Services Facility (\$1.35 million) - La Joya ISD - Hidalgo County FEMA Safe Room (\$5.75 million) - San Carlos - Community Resource Center (\$1.21 million) - Enlighted Electric - Bestel Telecommunications Standby Generator at Bentsen Tower (\$121,000)
3.5 References			
3.5.1 References	- PSJA ISD - City of McAllen -Point Isabel ISD -Brownsville ISD - La Joya ISD	- Texas State Technical College - McAllen ISD - PSJA ISD - Laguna Madre Water District -McAllen Public Utility	- La Joya ISD - UT-RGV -Mata Garcia Architects - Negrete & Kolar Architects -Enlighten Electric
3.6 Project Execution			
3.6.1 Willingness and ability to expedite services. Ability to supplement production.	Indicated their ability to expedite design services. Stated that they do not foresee and need to supplement production capability, but can do so by utilizing staff from other offices.	Indicated that their staff of 17 at the McAllen office provides a production capacity that no other local firm can match. Also added that staff from other offices is available if needed.	Indicated that meeting schedules and accelerated timelines is part of the firm's culture. Stated that they are willing and able to expedite services. Pointed to a proven track record for the two principals.
TOTAL EVALUATION POINTS	566.6	564.6	566.2
RANKING	1	3	2

**SOUTH TEXAS COLLEGE
MECHANICAL, ELECTRICAL, AND PLUMBING ENGINEERING SERVICES
PECAN PLAZA AND STARR COUNTY CAMPUS
PROJECT NO. 15-16-1047
EVALUATION FORM**

VENDOR	DBR Engineering Consultants, Inc.	Half Associates, Inc.	Sigma HN Engineers, PLLC.			
ADDRESS	200 S 10th St Ste 901	5000 W Military Ste 100	701 S 15th St			
CITY/STATE/ZIP	McAllen, TX 78501	McAllen, TX 78503	McAllen, TX 78501			
PHONE	956-683-1640	956-664-0286	956-332-3206			
FAX	956-683-1903	956-664-0282	956-687-5561			
CONTACT	Edward Puentes	Thomas E. Dearmin	Jesus Gabriel Hinojosa			
CRITERIA						
3.1 Statement of Interest (up to 100 points)						
3.1.1 Statement of interest on projects	88	92	90	91.8	86	91.2
3.1.2 Firm History and credentials	92		90		91	
3.1.3 Narrative describing firm's qualifications and specialized design experience	89		90		89	
3.1.4 Availability and commitment of firm, consultants, and key professionals	96		94		95	
	95		95		95	
3.2 Prime Firm (up to 100 points)						
3.2.1 Experience and expertise of principles and key members, including resumes	94	94.8	91	93.2	95	93.6
3.2.2 Proposed project assignments, lines of authority, estimated time assignment of personnel	92		93		90	
3.2.3 Firm's proximity of college and ability to respond to project needs	99		93		97	
3.2.4 Litigation prime firm is involved in	95		95		93	
	94		94		93	
3.3 Project Team (up to 100 points)						
3.3.1 Organizational chart showing, the roles of the prime firm and basic services consultants	98	94.6	98	95	95	95
--Name Consultant and provide brief history	90		90		96	
--Consultant's proposed role in project	96		98		98	
--Projects Consultant and prime firm have worked together on in last 5 years	95		95		93	
--Statement of Consultant's availability for this project	94		94		93	
--Resumes showing experience and expertise of key individuals						
3.4 Representative Projects (up to 100 points)						
3.4.1 Specific data on 5 representative projects	99	96.2	99	96.6	99	95.2
--Project name and location; Project Owner and contact information; Project construction cost;	97		96		95	
Project size in gross square feet; Date project was started and completed; Professional services prime firm provided for the project; Project manager;	94		99		98	
Project engineer; and Project designer.	98		95		92	
	93		94		92	

**SOUTH TEXAS COLLEGE
 MECHANICAL, ELECTRICAL, AND PLUMBING ENGINEERING SERVICES
 PECAN PLAZA AND STARR COUNTY CAMPUS
 PROJECT NO. 15-16-1047
 EVALUATION FORM**

VENDOR	DBR Engineering Consultants, Inc.	Half Associates, Inc.	Sigma HN Engineers, PLLC.			
3.5 Five References (up to 100 points)						
3.5.1 Name Owner and Owner's Representative and phone numbers.	95	93.6	90	91.6	99	95.8
	95		92		95	
	95		93		97	
	90		92		95	
	93		91		93	
3.6 Project Execution (up to 100 points)						
3.6.1 Willingness and ability to expedite design and construction administration for project.	95	95.4	95	96.4	94	95.4
	97		98		95	
	95		99		98	
	95		95		95	
	95		95		95	
TOTAL EVALUATION POINTS	566.6		564.6		566.2	
RANKING	1		3		2	

Review and Recommend Action on Contracting Construction Services for the Non-Bond Pecan Campus Building K Enrollment Center

Approval to contract construction services for the Non-Bond Pecan Campus Building K Enrollment Center project is requested.

Purpose

Authorization is requested to contract construction services in order to begin the modifications in Building K Enrollment Center at the Pecan Campus.

Justification

The procurement of a contractor will provide for construction services necessary for the Non-Bond Pecan Campus Building K Enrollment Center project.

Background

On March 29, 2016, the Board rejected the construction proposals submitted for this project due to the qualified construction proposals being over the \$500,000 construction cost limit when using the Architectural Services on Call process. The design team at Boultinghouse Simpson Architects worked with college staff to reduce the project scope in order to meet the budget. Boultinghouse Simpson Gates Architects prepared and issued the necessary revised plans and specifications for the solicitation of competitive sealed proposals.

Solicitation of competitive sealed proposals for this project began on June 15, 2016. A total of five (5) sets of construction documents were issued to general contractors and sub-contractors, and a total of three (3) proposals were received on June 30, 2016.

Timeline for Solicitation of Competitive Sealed Proposals	
June 15, 2016	Solicitation of competitive sealed proposals began.
June 30, 2016	Three (3) proposals were received.

College staff reviewed and evaluated the competitive sealed proposals and recommend NM Contracting, LLC as the highest ranked in the amount of \$408,600.

Funding Source

As part of the FY 2015 - 2016 Non-Bond Construction budget, funds in the amount of \$400,000 have been budget for this project. Additional funds are available in savings from other construction projects to fund the balance of the proposed construction amount.

Source of Funding	Amount Budgeted	Additional Funds Available	Highest Ranked Proposal NM Contracting, LLC
Non-Bond Construction	\$400,000	\$8,600	\$408,600

Reviewers

The proposals have been reviewed by Boultinghouse Simpson Gates Architects and staff from the Facilities Planning & Construction, Student Services, and Purchasing departments.

Enclosed Documents

Staff evaluated these proposals and prepared the enclosed proposal summary. It is recommended that the top ranked contractor be recommended for Board approval.

Recommended Action

The Facilities Committee recommended Board approval to contract construction services with NM Contracting, LLC in the amount of \$408,600 for the Non-Bond Pecan Campus Building K Enrollment Center project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with NM Contracting, LLC in the amount of \$408,600 for the Non-Bond Pecan Campus Building K Enrollment Center project as presented.

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College approves and authorizes contracting construction services with NM Contracting, LLC in the amount of \$408,600 for the Non-Bond Pecan Campus Building K Enrollment Center project as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

**SOUTH TEXAS COLLEGE
 PECAN CAMPUS BUILDING K ENROLLMENT CENTER
 PROJECT NO. 15-16-1089**

VENDOR	5 Star Construction	Holchemont, Ltd.	NM Contracting, LLC.
ADDRESS	3209 Melody Ln	900 N Main St	2022 Orchid Ave
CITY/STATE/ZIP	Mission, TX 78574	McAllen, TX 78501	McAllen, TX 78504
PHONE	956-867-5040	956-686-2901	956-631-5667
FAX	956-599-9055	956-686-2925	956-627-3959
CONTACT	Alan Oakley	Michael Che Montalvo	Noel Munoz
#	Description	Proposed	Proposed
1	Base Proposal: Pecan Campus Building K Enrollment Center	\$468,800.00	\$387,000.00
2	Alternate #1 Counter and Printer Lab Counters	\$19,900.00	\$88,700.00
3	Alternate #2 Computer Bars and Associated Clouds	\$13,900.00	\$11,300.00
4	Begin Work Within	150 Working Days	10 Working Days
5	Completion of Work Within	15 Calendar Days	90 Calendar Days
TOTAL PROPOSAL AMOUNT		\$502,600.00	\$487,000.00
TOTAL EVALUATION POINTS		78.93	81.19
RANKING		3	2

**SOUTH TEXAS COLLEGE
PECAN CAMPUS BUILDING K ENROLLMENT CENTER
PROJECT NO. 15-16-1089**

VENDOR		5 Star Construction	Holchemont, Ltd.	NM Contracting, LLC.			
ADDRESS		3209 Melody Ln	900 N Main St	2022 Orchid Ave			
CITY/STATE/ZIP		Mission, TX 78574	McAllen, TX 78501	McAllen, TX 78504			
PHONE		956-867-5040	956-686-2901	956-631-5667			
FAX		956-599-9055	956-686-2925	956-627-3959			
CONTACT		Alan Oakley	Michael Che Montalvo	Noel Munoz			
1	The Respondent's price proposal. (up to 45 points)	36.6	36.6	37.8	37.8	45	45
		36.6		37.8		45	
		36.6		37.8		45	
		36.6		37.8		45	
		36.6		37.8		45	
		36.6		37.8		45	
2	The Respondent's experience and reputation. (up to 10 points)	9	8.41	7	7.5	8	7.75
		8.5		7.5		8.5	
		9		8		8.5	
		9		7		8	
		7		7.5		5	
		8		8		8.5	
3	The quality of the Respondent's goods or services. (up to 10 points)	8	8.08	8	8.16	8	7.75
		8		8		8.5	
		8		9		9	
		9		9		7	
		7.5		7		6	
		8		8		8	
4	The Respondent's safety record (up to 5 points)	4	3.41	3	3.58	3	3.5
		3		4		3.5	
		3		3.5		4	
		3.5		4		4	
		3		3		3	
		4		4		3.5	
5	The Respondent's proposed personnel. (up to 8 points)	6	6.41	6	6.66	6	6.33
		6		6		6.5	
		6		7		7	
		6.5		7		6	
		7		7		6	
		7		7		6.5	
6	The Respondent's financial capability in relation to the size and the scope of the project. (up to 9 points)	6	6.66	5	5.83	7	7
		8		5		8	
		6		7		7	
		7		5		7	
		6		7		6	
		7		6		7	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	5.16	5	4.66	2	4.08
		5.5		3		5.5	
		5.5		5.5		4	
		5		5.5		4	
		5		5		5	
		5		4		4	
8	The Respondent's time frame for completing the project. (up to 7 points)	4.2	4.2	7	7	5.6	5.6
		4.2		7		5.6	
		4.2		7		5.6	
		4.2		7		5.6	
		4.2		7		5.6	
		4.2		7		5.6	
TOTAL EVALUATION POINTS		78.93		81.19		87.01	
RANKING		3		2		1	

Review and Recommend Action on District-Wide Building Names

Approval to name buildings at all campuses is requested.

Purpose

Authorization is requested to adopt the names of the new bond construction buildings and approve the renaming of some existing buildings.

Justification

When bond construction buildings near final completion, new building plaques and signage will be ordered to properly identify each new building. The names of some of the existing buildings need to be identified appropriately. The naming of buildings is necessary so that each building can be specifically identified for students, faculty, staff, and the public.

Designating the campus wide building names and letters for each building is necessary at this time for the following reasons:

- The architects and engineers are requesting the names of the buildings in order to properly note them in the required BIM documents.
- Academic Affairs is requesting the names of the buildings for future class scheduling.
- Police Department is working on updating the campus maps and would like to have the building names noted on them for printing prior to the Fall 2016 semester.

Background

The current construction of the Bond buildings requires the naming of the new buildings and renaming of some of the existing buildings to clearly identify the appropriate function of each building.

On July 12, 2016, the list of building names were presented to the Facilities Committee. The Facilities Committee requested other name options for the Workforce Center and the General Academic Buildings. Staff has provided a list of additional options for these buildings for the Board's review and recommendation.

Enclosed Documents

Enclosed is a listing of the buildings and the recommended name for each building.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed names buildings at all campuses as presented.

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College approves and authorizes the proposed names buildings at all campuses as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

**SOUTH TEXAS COLLEGE
Proposed Building Names**

PECAN CAMPUS

Name	
A,D,X	ANN RICHARDS ADMINISTRATION
B	ART
C	SYLVIA ESTERLINE CENTER FOR LEARNING EXCELLENCE
E	PHYSICAL PLANT
F	LIBRARY
G	ARTS and SCIENCES (currently named North Academic)
H	STUDENT ACTIVITIES CENTER
J	SOUTH ACADEMIC
K	STUDENT SERVICES
L	COOPER CENTER FOR COMMUNICATION ARTS
M	INFORMATION TECHNOLOGY
N	INSTITUTIONAL SUPPORT SERVICES
P	NORTH ACADEMIC (2013 BOND-North Academic)
Q	FUTURE
R	FUTURE
S	FUTURE
T	WEST ACADEMIC
U	STUDENT UNION (2013 Bond-Student Activities Cafeteria)
V	STEM (2013 Bond - STEM)
W	FUTURE
Y	GENERAL ACADEMIC (2013 Bond-South Academic)
Z	FUTURE LIBRARY

PECAN PLAZA

Name	
A	HUMAN RESOURCES
B	EAST
C	WEST

TECHNOLOGY CAMPUS

Name	
A	EAST
B	WEST I (currently West)
C	WEST II (currently named Workforce Center)
D	SHIPPING AND RECEIVING
E	WORKFORCE CENTER (2013 Bond-Renovation)

DR. RAMIRO R. CASSO NURSING AND ALLIED HEALTH CAMPUS

Name	
A	EAST
B	WEST (2013 Bond-Nursing Allied Health Addition)
C	PHYSICAL PLANT

Revised or Proposed Name

SOUTH TEXAS COLLEGE

Proposed Building Names

STARR COUNTY CAMPUS

Name

A	ADMINISTRATION/BOOKSTORE
B	CENTER FOR LEARNING EXCELLENCE
C	NORTH ACADEMIC
D	WORKFORCE CENTER
Z	WORKFORCE CENTER (2013 Bond Workforce Center)
E	SOUTH ACADEMIC
F	CULTURAL ARTS CENTER (currently Library)
G	STUDENT SERVICES
H	STUDENT ACTIVITIES CENTER
J	MANUEL BENAVIDES JR. RURAL TECHNOLOGY CENTER
K	LIBRARY (2013 Bond-Library)
L	HEALTH PROFESSIONS AND SCIENCES (2013 Bond-Health Prof. & Science)
M	FUTURE
N	FUTURE
P	PHYSICAL PLANT (2013 Bond-Thermal Plant)

MID VALLEY CAMPUS

Name

A	CENTER FOR LEARNING EXCELLENCE
B	NURSING ALLIED HEALTH
C	WELLNESS CENTER
D	WORKFORCE CENTER
E	LIBRARY
F	STUDENT UNION
G	NORTH ACADEMIC
H	SOUTH ACADEMIC
J	PHYSICAL PLANT (2013 Bond-Thermal Plant)
K	HEALTH PROFESSIONS AND SCIENCES (2013 Bond-Health Prof. & Science)
L	CHILDCARE DEVELOPMENT CENTER
M	FUTURE
N	FUTURE
P	FUTURE
Q	FUTURE

PHARR CENTER

Name

A	REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE
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	Revised or Proposed Name
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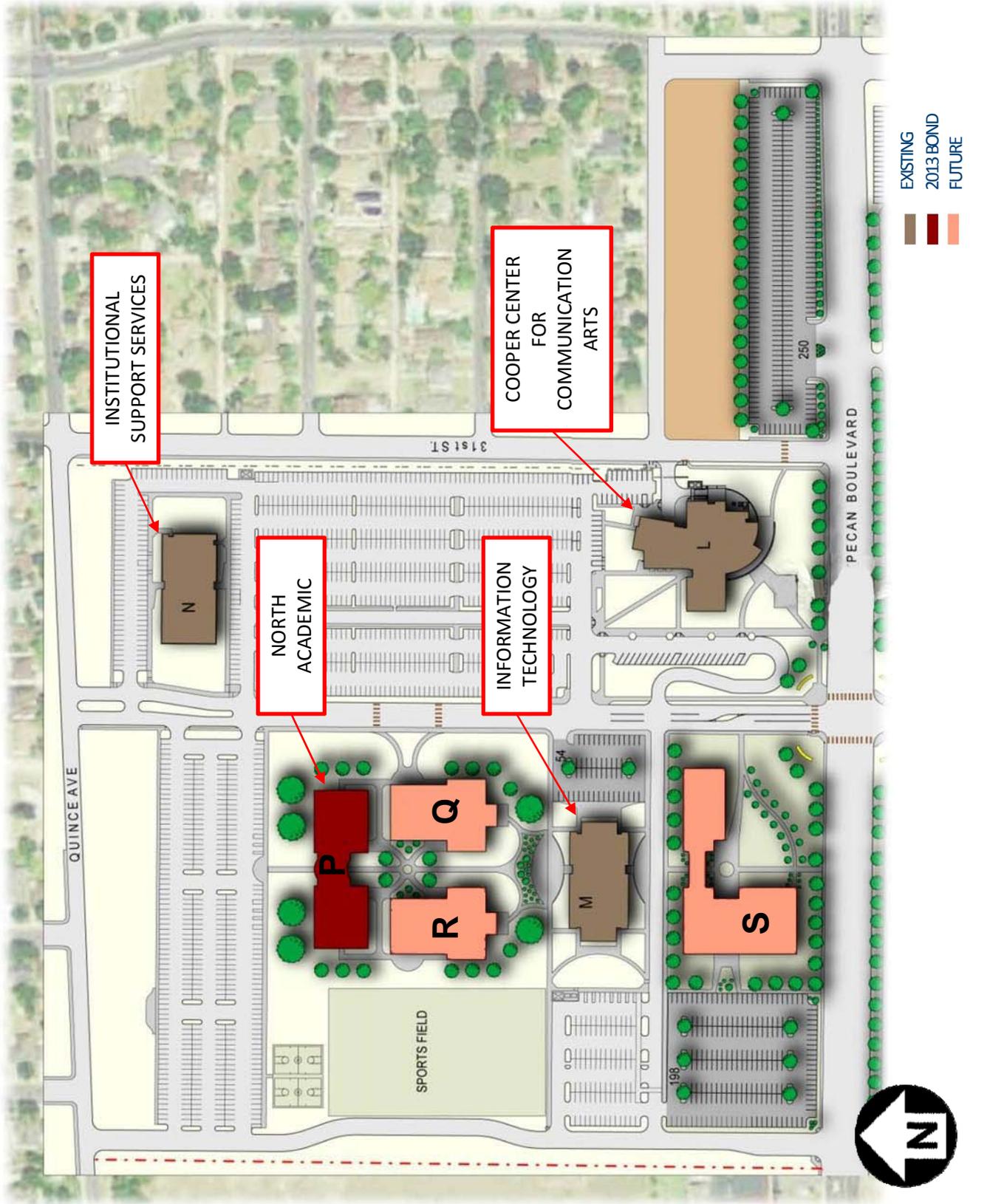
South Texas College

District Wide – Building Identification

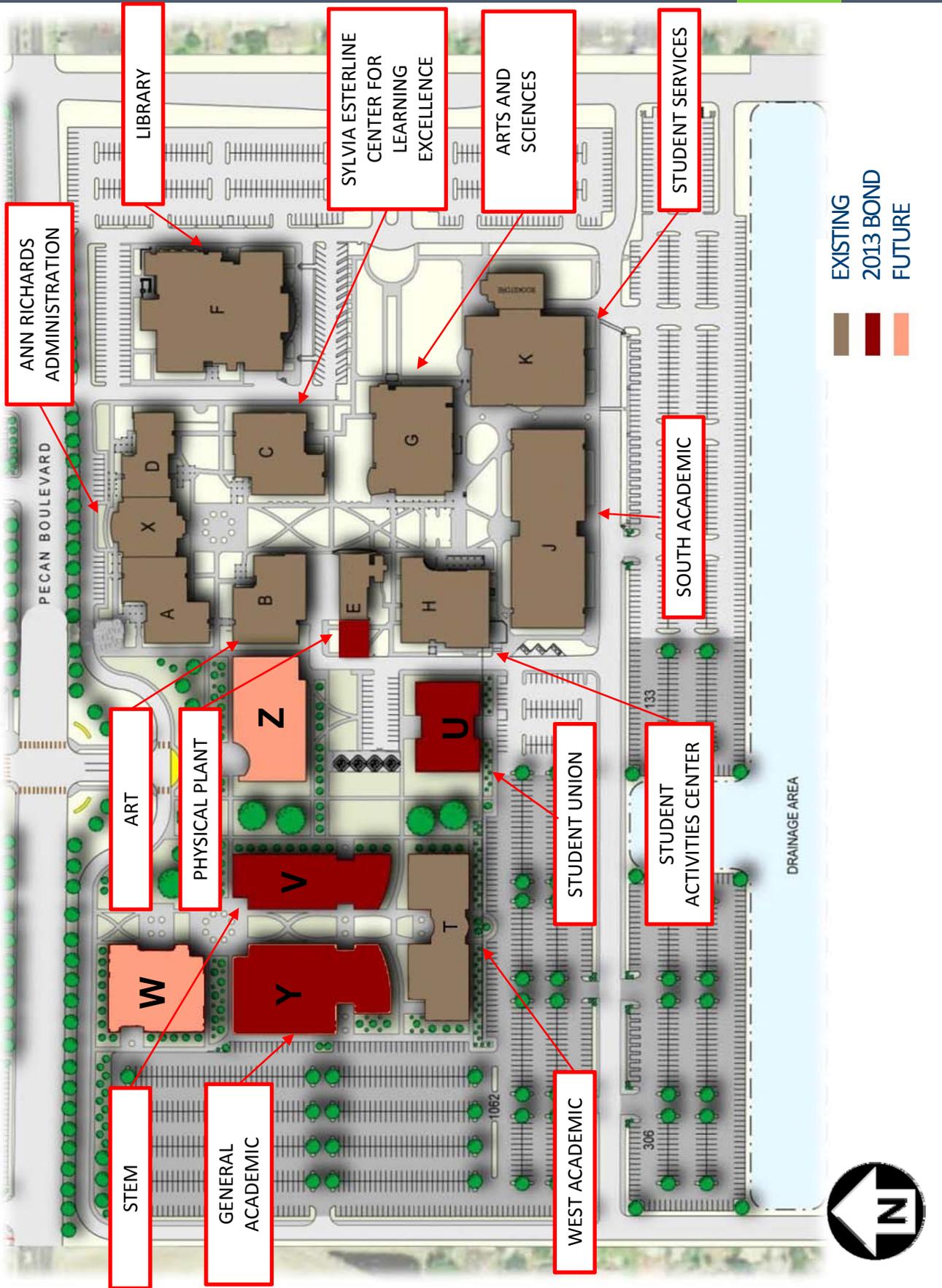
JULY 12, 2016

South Texas College
Facilities Planning and Construction

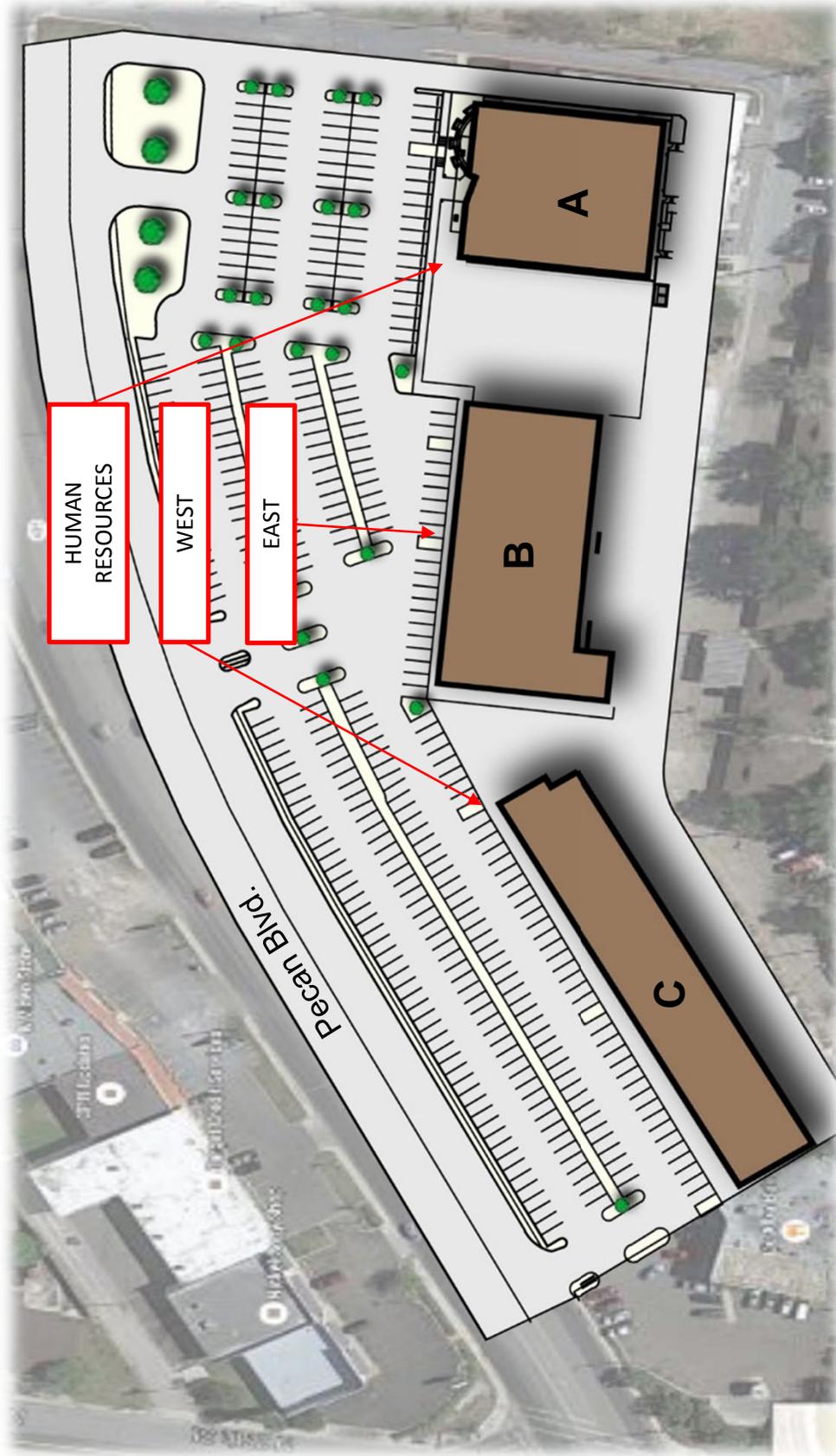
Pecan Campus - north



Pecan Campus - south

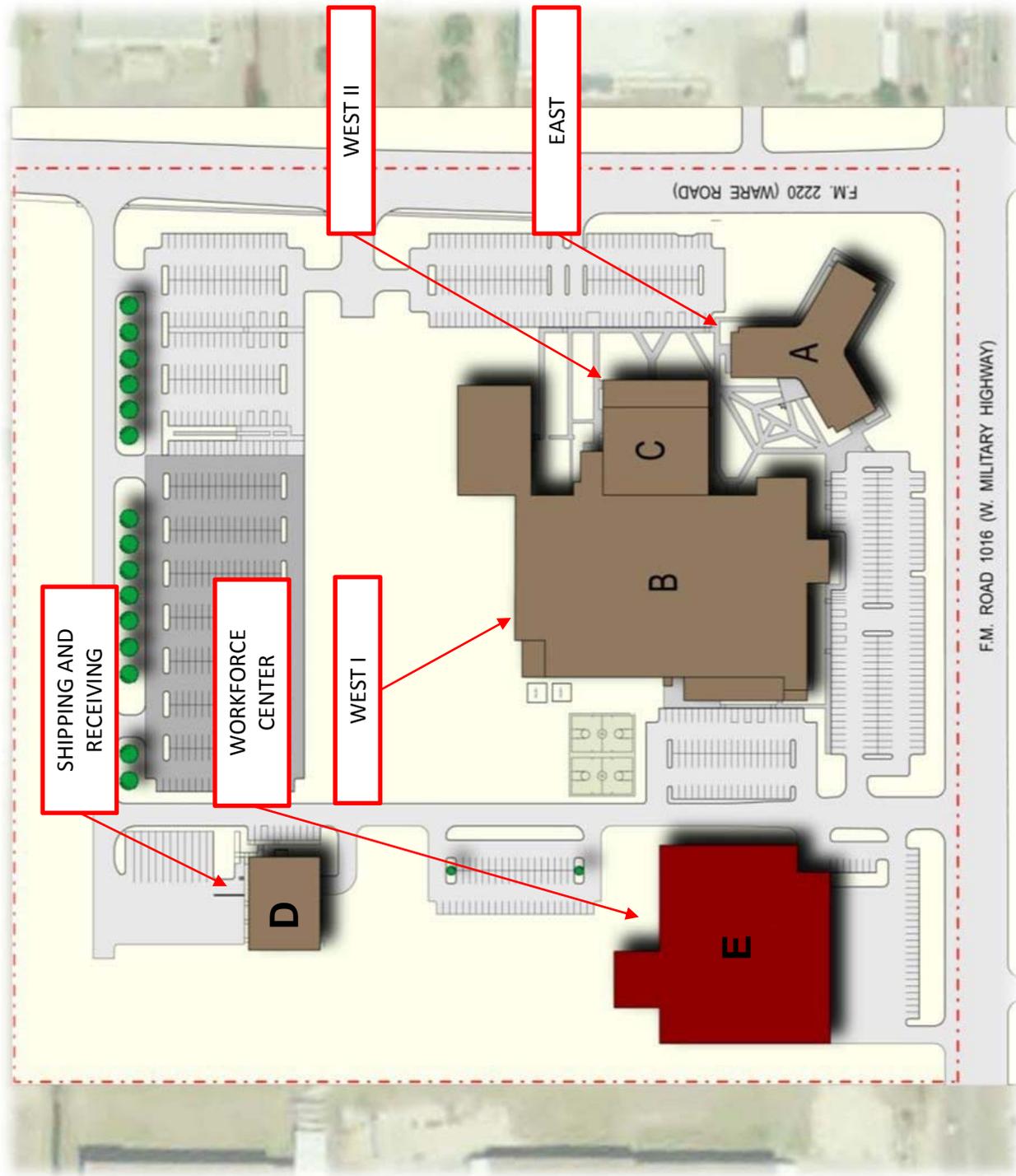


Pecan Plaza



- EXISTING
- 2013 BOND
- FUTURE

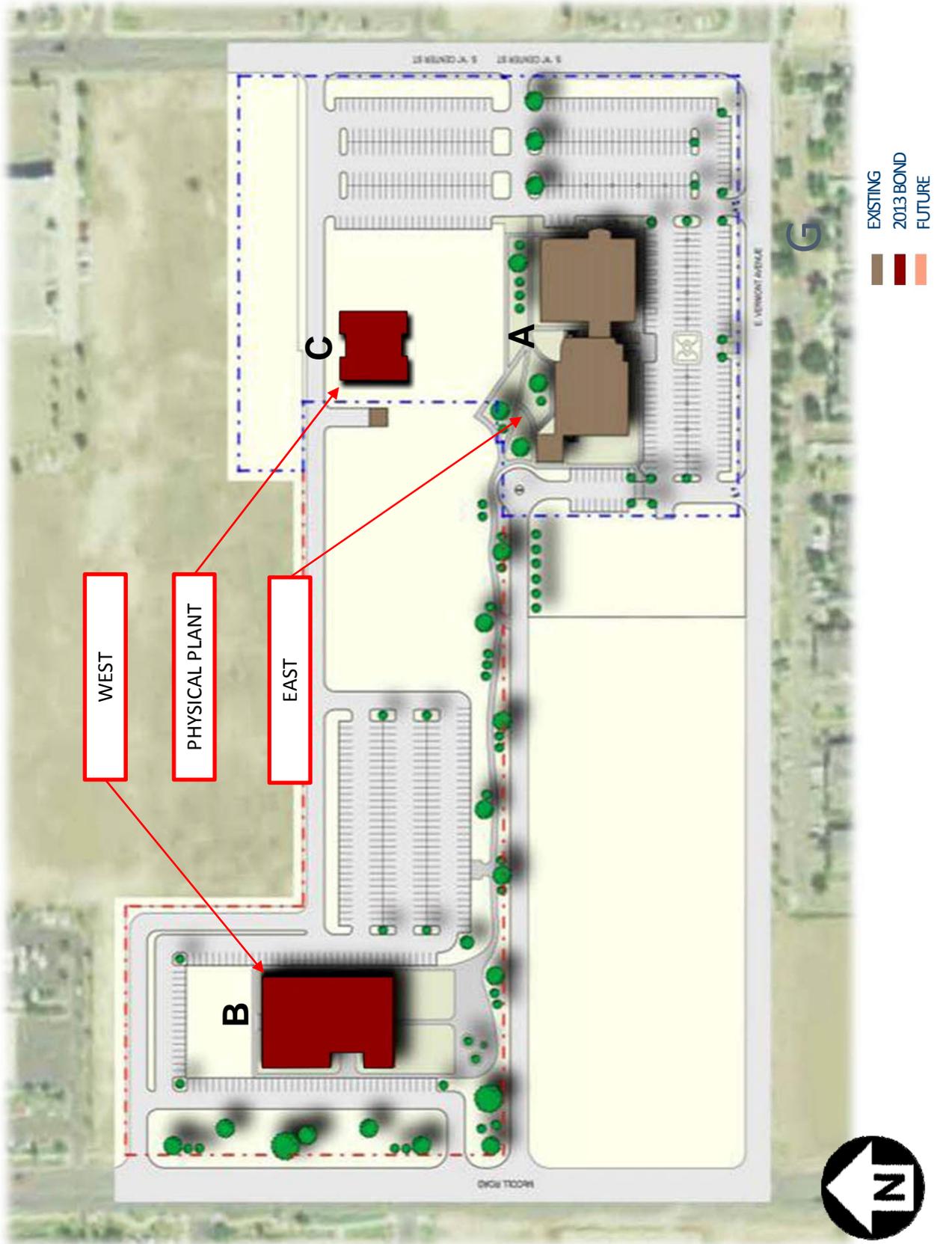
Technology Campus



- EXISTING
- 2013 BOND
- FUTURE

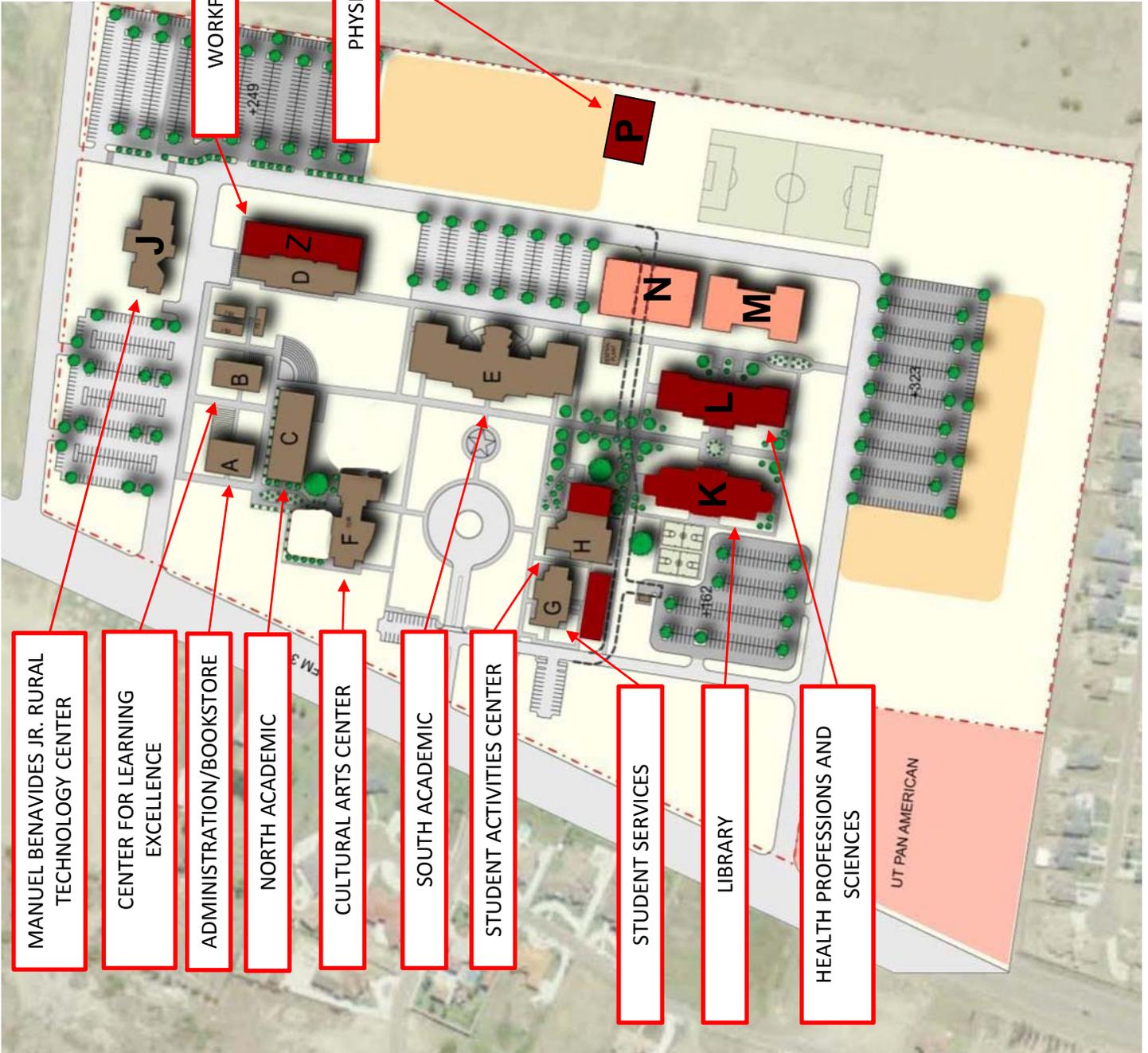


Nursing and Allied Health



Starr County Campus

- EXISTING
- 2013 BOND
- FUTURE

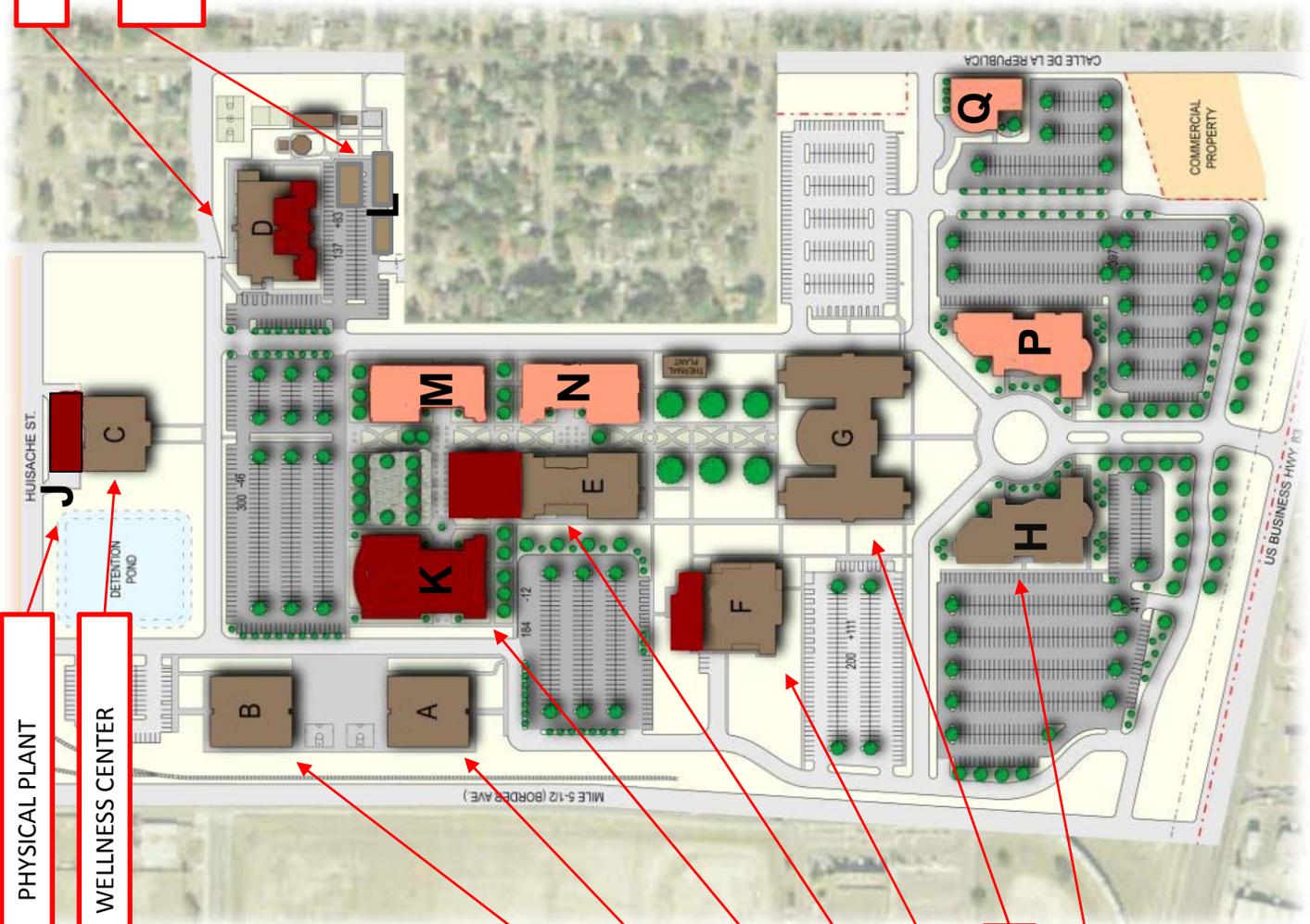


Mid-Valley Campus

- EXISTING
- 2013 BOND
- FUTURE

- NURSING ALLIED HEALTH
- CENTER FOR LEARNING EXCELLENCE
- HEALTH PROFESSIONS AND SCIENCES
- LIBRARY
- STUDENT UNION
- NORTH ACADEMIC
- SOUTH ACADEMIC

- PHYSICAL PLANT
- WELLNESS CENTER
- WORKFORCE CENTER
- CHILDCARE DEVELOPMENT CENTER



South Texas College
Optional Building Names

Workforce:

- Center for Workforce and Development
- Workforce Development Center
- Workforce Solutions Center
- Workforce Development Building
- Commercial Workforce Center
- Education and Workforce Center
- Advanced Technology and Workforce Building
- Workforce Innovation Center
- Institute for Workforce Innovation
- Workforce Training Institute

Academic:

- Main Instructional Building
- Main Academic Building
- Academic Instructional Center
- General Academic Building
- Central Academic Building
- Central Academic Center
- Central Instructional Building

Update on Status of Non-Bond Program Construction Projects

The Facilities Planning and Construction staff prepared the attached design and construction update. This update summarizes the status of each capital improvement project currently in progress. Mary Elizondo and Rick de la Garza will be present to respond to questions and address concerns of the Board.

CONSTRUCTION PROJECTS PROGRESS REPORT - July 05, 2016

Project number	PROJECT DESCRIPTION	Project Development			Design Phase			Solicitation of Proposals			Construction Phase					Project Manager	Architect/Engineer	Contractor
		Project Development	Board approval of A/E	Contract Negotiations	Concept Development	Schematic Approval	30%	60%	95%	100%	Solicit of Proposals	Approve Contractor	Construction Start	30%	50%			
Pecan Campus and Pecan Plaza																		
15-1-002a	Pecan - Covered Area for Ceramic Arts Kilns															Robert	EGV Architects	Holchemont Ltd.
15-1-002b	Pecan - Interior Renovation for Ceramic Arts															Robert	EGV Architects	Herron
15-1-006	Pecan - Library Study Rooms Additions															Robert	Boulinghouse-Simpson Gates Architects	TBD
15-1-007	Pecan - Student Activities Sports Field Lighting															Robert	DBR Engineering	Zitro Electric
15-1-012	Pecan - Infrastructure for Relocation of Portable Buildings															Rick	Melden & Hunt	Celso Construction
15-1-013	Pecan - Infrastructure for Portable Buildings - Phase II															Robert	Sigma Engineering	TBD
15-1-013	Pecan - Relocation of Electrical Power Lines															Robert	Sigma Engineering	Metro Electric
15-1-017	Pecan - Building K Enrollment Center															David	Boulinghouse-Simpson Gates Architects	TBD
15-1-020	Pecan - AECHS Service Drive and Sidewalk															Rick	R. Gutierrez Engineering	Roth Excavation
15-1-001	Pecan - Resurfacing East Loop Road and Entrance (RR)															Robert	Melden & Hunt	TBD
16-1-001	Pecan - Removal of Existing Trees															Robert	TBD	Maldonado Nursery
16-1-001	Pecan - Building A Sign Replacement (RR)															Robert	Public Relations	
16-1-002	Pecan - Upgrade Fence Along 31st Street (RR)															David		
15-1-003	Pecan Plaza - Emergency Generator and Wiring															Rick	TBD	
15-1-004	Pecan Plaza - Resurfacing Back Side of Building B (RR)															Rick	Half Associates	5-Star Construction
16-1-016	Pecan Plaza - Parking Area for Police Vehicles															David	R. Gutierrez Engineering	TBD
	Pecan Plaza - Renovation - Music Practice Rooms															Rick	FPC	O&M
Mid Valley Campus																		
16-2-007	MV - Childcare Center Play Ground Flooring (RR)															Rick	N/A	Park Place Recreational
16-2-011	MV - Building H Data Cabling Infrastructure (RR)															Robert	N/A	DIR/BridgNet
Technology Campus																		
15-3-004	TC - Building B Doors and Frame Replacement															Robert	ROFA	TBD
15-3-005	TC - GM Car Storage Area Upgrade															Robert	R Gutierrez Engineers	TBD
15-3-014	TC - Workforce Building Conference Room															Robert	ROFA	TBD
13-3-002	TC - West Academic Building Re-Roofing (RR)															Robert	Amtech Building Sciences	Rio Roofing
14-3-004	TC - Cooling Tower Replacement (RR)															Rick	Half Associates	Pro-Tech
15-3-003	TC - Repair Concrete Floor Mechanical Room (RR)															Robert	CLH Engineering	TBD
16-2-012	TC - Building B Flooring Replacement (RR)															Robert	FPC	TBD
Nursing and Allied Health Campus																		
14-4-004	NAH - Irrigation System Upgrade (RR)															Rick	SSP Design	Southern Landscapes
16-4-004	NAH - Thermal Plant															Robert	Half Associates	
16-4-016	NAH - Resurface Parking Lot #2 (RR)															Robert	PCE	
Starr County Campus																		
15-5-005	Starr - Building E & J Crisis Mgt Center Generator																	
District Wide Improvements																		
14-6-010	DW - Building to Building ADA Compliance Ph II															Robert	Damenbaum Engineering	TBD
14-6-013	DW - La Joya Monument Sign															David	N/A	TBD
14-6-002	DW - Lighting Upgrades for Parking Lots (RR)															Robert	DBR Engineering	Metro Electric
15-6-001	DW - Outdoor Furniture															Rick	N/A	
15-6-002	DW - Directional Signage															David	N/A	TBD
16-6-017	DW - Surveillance Cameras & Poles Campus Entrances															David	N/A	
16-6-019	DW - Walkway LED Lighting Upgrade Ph I (RR)															Rick	N/A	
16-6-021	DW - Air Handler Blower Wheels (RR)															Rick	N/A	TBD
	DW - Active Learning Classrooms-Flooring Replacement															David	N/A	TBD

For FY 2015-2016, 23 non-bond projects are currently in progress, 15 have been completed and 36 pending start up - 74 Total

Status of Non-Bond Construction Projects in Progress June 2016

Project	% Complete	Date to Complete	Current Activity	Original Budget	Comparison to Budget	Contract Amount	Amount Paid	Contract Balance
Pecan Campus								
Covered Area for Ceramic Arts Kilns	100%	December 2015	1. Construction Phase 2. Construction Complete	\$ 325,000.00	\$ (18,792.85)	\$ 343,792.85	\$ 343,792.85	\$ -
Interior Renovation for Ceramic Arts	100%	November 2015	1. Construction Phase 2. Construction Complete	\$ 325,000.00	\$ 215,791.00	\$ 109,209.00	\$ 109,209.00	\$ -
Library Additional Study Rooms	15%	July 2015	1. Design Phase 2. Design on hold	\$ 54,000.00	TBD	TBD	\$ -	TBD
Sports Fields Lighting	100%	February 2016	1. Construction Phase 2. Construction Complete	\$ 228,500.00	\$ -	\$ 228,500.00	\$ 228,500.00	\$ -
Infrastructure for Relocation of Portable Buildings	100%	March 2016	1. Construction Phase 2. Construction Complete	\$ 350,000.00	\$ (22,337.93)	\$ 372,337.93	\$ 372,337.93	\$ -
Relocation of Electrical Power Lines	100%	March 2016	1. Construction Phase 2. Construction Complete	\$ 220,000.00	\$ 3,894.35	\$ 216,105.65	\$ 216,105.65	\$ -
Student Services Building K Enrollment Center	95%	July 2016	1. Construction Phase 2. Bidding Complete	\$ 400,000.00	TBD	TBD	\$ -	TBD
AECHS Service Drive and Sidewalk Relocation	100%	August 2015	1. Construction Phase 2. Construction Complete	\$ 60,000.00	\$ 10,528.00	\$ 49,472.00	\$ 49,472.00	\$ -
Resurfacing East Loop Road	100%	June 2016	1. Construction Phase 2. Construction Complete	\$ 75,000.00	\$ 46,057.60	\$ 28,942.40	\$ -	\$ 28,942.40
Removal of Trees for Bond Construction	100%	January 2016	1. Construction Phase 2. Construction Complete	\$ 21,000.00	\$ 13,850.00	\$ 7,150.00	\$ 7,150.00	\$ -
Building A Sign Replacement	0%	April 2016	1. Project Development 2. Design in Progress	\$ 10,000.00	TBD	TBD	\$ -	TBD
Upgrade Fence Along 31st Street	75%	February 2016	1. Construction Phase 2. Construction in Progress	\$ 50,000.00	\$ 22,908.00	\$ 27,092.00	\$ -	\$ 27,092.00

Project	% Complete	Date to Complete	Current Activity	Original Budget	Comparison to Budget	Contract Amount	Amount Paid	Contract Balance
Pecan Plaza Police Department Emergency Generator	95%	July 2016	1. Design Phase 2. Solicitation of Engineering Qualifications	\$ 400,000.00	TBD	TBD	\$ -	TBD
Pecan Plaza Asphalt Resurfacing on Alley Side	100%	November 2015	1. Construction Phase 2. Construction Complete	\$ 75,000.00	\$ (43,140.00)	\$ 118,140.00	\$ 118,140.00	\$ -
Pecan Plaza Parking Area for Police Vehicles	60%	July 2016	1. Design Phase 2. Design in Progress	\$ 25,000.00	TBD	TBD	\$ -	TBD
Pecan Campus Total				\$ 2,618,500.00	\$ 228,758.17	\$ 1,500,741.83	\$ 1,444,707.43	\$ 56,034.40
Mid Valley Campus								
Childcare Center Play Ground Flooring	100%	December 2015	1. Construction Phase 2. Construction Complete	\$ 31,000.00	\$ 1,310.00	\$ 29,690.00	\$ 29,690.00	\$ -
Building H Data Cabling Infrastructure	100%	March 2016	1. Construction Phase 2. Construction Complete	\$ 43,500.00	\$ 688.25	\$ 42,811.75	\$ 42,811.75	\$ -
Mid Valley Campus Total				\$ 74,500.00	\$ 1,998.25	\$ 72,501.75	\$ 72,501.75	\$ -
Technology Campus								
GM Car Storage Area Upgrade	60%	July 2016	1. Design Phase 2. Design in Progress	\$ 11,250.00	\$ (9.00)	\$ 11,259.00	\$ 6,079.86	\$ 5,179.14
West Academic Building Re-roofing	100%	March 2016	1. Construction Phase 2. Construction Complete	\$ 1,698,900.00	\$ 423,200.00	\$ 1,275,700.00	\$ 1,275,700.00	\$ -
HVAC Cooling Tower Replacement	100%	May 2015	1. Construction Phase 2. Construction Complete	\$ 415,000.00	\$ 54,000.00	\$ 361,000.00	\$ 361,000.00	\$ -
Building B Main Door and Frame Replacement	10%	July 2016	1. Construction Phase 2. Bidding in Progress	\$ 7,500.00	\$ 3,750.00	\$ 3,750.00	\$ -	\$ 3,750.00
Building C Conference Room Addition	10%	July 2016	1. Construction Phase 2. Bidding in Progress	\$ 9,000.00	\$ 4,500.00	\$ 4,500.00	\$ -	\$ 4,500.00

Project	% Complete	Date to Complete	Current Activity	Original Budget	Comparison to Budget	Contract Amount	Amount Paid	Contract Balance
Repair Concrete Floor Mechanical Room	5%	August 2016	1. Design Phase 2. Design in Progress	\$ 5,000.00	\$ 4,000.00	\$ 1,000.00	\$ -	\$ 1,000.00
Building B Concrete Floor Repairs	5%	August 2016	1. Design Phase 2. Design in Progress	\$ 50,000.00	\$ 45,250.00	\$ 4,750.00	\$ -	\$ 4,750.00
Building B Flooring Replacement	5%	July 2016	1. Construction Phase 2. Construction in Progress	\$ 44,200.00	\$ 9,192.00	\$ 35,008.00	\$ -	\$ 35,008.00
Technology Campus Total				\$ 2,240,850.00	\$ 543,883.00	\$ 1,696,967.00	\$ 1,642,779.86	\$ 54,187.14
Nursing and Allied Health Campus								
Irrigation System Upgrades	100%	October 2015	1. Construction Phase 2. Construction Complete	\$ 30,000.00	\$ (7,767.00)	\$ 37,767.00	\$ 37,767.00	\$ -
Thermal Plant	10%	September 2016	1. Design Phase 2. Design in Progress	\$ 260,000.00	\$ 53,300.00	\$ 206,700.00	\$ 31,005.00	\$ 175,695.00
Resurface Parking Lot 2	5%	July 2016	1. Construction Phase 2. Contract Negotiations	\$ 25,000.00	TBD	TBD	\$ -	TBD
Nursing and Allied Health Campus Total				\$ -	\$ 315,000.00	\$ 244,467.00	\$ 68,772.00	\$ 175,695.00
Starr County Campus								
Bldg E & J Crisis Management Center with Generator	95%	July 2016	1. Design Phase 2. Solicitation of Engineering Qualifications	\$ 400,000.00	TBD	TBD	\$ -	TBD
Starr County Campus Total				\$ 400,000.00	\$ -	\$ -	\$ -	\$ -
District Wide								
Building to Building ADA Accessibility Improvements Phase II	85%	July 2016	1. Construction Phase 2. Construction in Progress	\$ 400,000.00	\$ (66,112.03)	\$ 466,112.03	\$ 362,730.41	\$ 103,381.62
Parking Lot Lighting Upgrades to LED	100%	August 2015	1. Construction Phase 2. Construction Complete	\$ 100,000.00	\$ 49,309.00	\$ 50,691.00	\$ 50,691.00	\$ -
Directional Signage Updates	40%	August 2016	1. Project Development 2. Work in Progress	\$ 50,000.00	\$ 46,914.98	\$ 3,085.02	\$ -	\$ 3,085.02
Outdoor Furniture	100%	January 2016	1. Construction Phase 2. Construction Complete	\$ 25,000.00	\$ 3,573.64	\$ 21,426.36	\$ 50,691.00	\$ (29,264.64)

Project	% Complete	Date to Complete	Current Activity	Original Budget	Comparison to Budget	Contract Amount	Amount Paid	Contract Balance
Air Handler Blower Wheels	90%	August 2016	1. Construction Phase 2. Construction in Progress	\$ 50,000.00	\$ 3,990.73	\$ 46,009.27	\$ 30,759.20	\$ 15,250.07
La Joya Monument Sign	90%	August 2016	1. Design Phase 2. Work in Progress	\$ 35,000.00	TBD	TBD	\$ -	TBD
Active Learning Classrooms- Flooring Replacement	75%	July 2016	1. Construction Phase 2. Construction in Progress	\$ 10,000.00	\$ 5,740.00	\$ 4,260.00	\$ -	\$ 4,260.00
District Wide Total				\$ 670,000.00	\$ 43,416.32	\$ 591,583.68	\$ 494,871.61	\$ 96,712.07
Non-Bond Construction Project Total				\$ 6,318,850.00	\$ 1,062,522.74	\$ 4,106,261.26	\$ 3,723,632.65	\$ 382,628.61
For FY 2015 - 2016, 23 non-bond projects are currently in progress, 15 have been completed and 36 pending start up - 74 Total								

Consideration and Approval of Checks and Financial Reports

Board action is requested to approve the checks for release and the financial reports for the month of June 2016. The approval is for checks submitted for release in the amount greater than \$125,000.00 and checks in the amount greater than \$25,000.00 that were released as authorized by Board Policy No. 5610.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will provide a review of the Financial Report for the month of **June 2016**, and will respond to questions posed by the Board.

The checks and the financial reports submitted for approval are included in the Board packet under separate cover.

Recommendation:

It is recommended that the Board of Trustees approve the submitted checks for release in an amount over \$125,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of June 2016.

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College approves and authorizes the submitted checks for release in an amount over \$125,000.00, the checks that were released as authorized by Board Policy #5610 and the financial reports submitted for the month of June 2016.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

Consideration and Approval of Checks and Financial Reports

The Checks and the Financial Reports presented for approval are included in the Board Packet under SEPARATE COVER:

- A. Release of Checks for \$25,000.00 to less than \$125,000.00
Released Prior to Board Approval for June 2016
- B. Release of Checks for \$125,000.00 and Above
Board of Trustees Approval Required for June 2016
- C. Release of Checks for \$125,000.00 and Above
Released Prior to Board Approval (Policy 5610) for June 2016
- D. Release of Construction Fund Checks for June 2016
- E. Quarterly Investment Report for June 2016
- F. Summary of Revenue for June 2016
- G. Summary of State Appropriations Income for June 2016
- H. Summary of Property Tax Income for June 2016
- I. Summary of Expenditures by Classification for June 2016
- J. Summary of Expenditures by Function for June 2016
- K. Summary of Auxiliary Fund Revenues and Expenditures for June 2016
- L. Summary of Grant Revenues and Expenditures, June 2016
- M. Summary of Bid Solicitations
- N. Check Register for June 2016

FINANCIAL REPORTS

The Financial Reports are included in your Board packet under separate cover.

Update and Action as Necessary Regarding Acquisition of a Property Adjacent to the Mid Valley Campus

The College has been contacted regarding the possibility of acquiring real property adjacent to the Mid Valley Campus and legally described as HUGHES ALL LOTS 1 2 3 & N10'-LOT 4 BLK 5.

Dr. Reed will discuss this real property acquisition opportunity and recommended actions as necessary with the Board in Executive Session.

Any action must be taken in Open Session.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the acquisition of the real property legally described as HUGHES ALL LOTS 1 2 3 & N10'-LOT 4 BLK 5 as presented.

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College approves and authorizes the acquisition of the real property legally described as HUGHES ALL LOTS 1 2 3 & N10'-LOT 4 BLK 5 as presented.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

Update and Action as Necessary Regarding Texas Higher Education Coordinating Board Audit and Action Related to Continuing Education Formula Funding for Specific Programs

Auditors from the Texas Higher Education Coordinating Board (THECB) submitted an audit with findings against specific Continuing Education programs and student contact hour reporting at South Texas College. The findings were based upon an interpretation of related statutes, and the College disagrees with that interpretation.

On July 20, 2016 the Agency Operations Committee of the THECB recommended Board acceptance of the audit and the auditor's recommendation. On July 21, 2016 the Texas Higher Education Coordinating Board (THECB) took action in accordance with the auditor and the committee's recommendations.

Dr. Reed has asked legal counsel to review this issue and the related statutes and to update the Board of Trustees.

Any action must be taken in Open Session.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary regarding the Texas Higher Education Coordinating Board Audit and action taken by that Board related to the freezing and recoupment of continuing education formula funding for specific programs.

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College approves and authorizes action as necessary regarding the Texas Higher Education Coordinating Board Audit and action taken by that Board related to the freezing and recoupment of continuing education formula funding for specific programs.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

**Update and Action as Necessary Regarding Cause No. C-8798-14-G;
Randy Jarvis vs. South Texas College**

Legal action was taken against the College by Randy Jarvis. The lawsuit was submitted to the College's insurance carrier, TASB. TASB assigned Edward Garza from Esparza & Garza, L.L.P to handle the case.

Mr. Garza will provide an update in executive session.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize any action as necessary regarding Cause No. C-8798-14-G; Randy Jarvis vs. South Texas College.

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College approves and authorizes any action as necessary regarding Cause No. C-8798-14-G; Randy Jarvis vs. South Texas College.

Approval Recommended:

Shirley A. Reed, M.B.A., Ed.D.
President

President's Report



Dr. Janene Israel, Assistant Professor of Psychology at South Texas College has been appointed State of Texas Chair of the March of Dimes Maternal Child Health Impact Committee, an honor she received just this past spring. This new appointment is testament to Dr. Israel's commitment and passion to helping others. Dr. Israel played a major role in the creation of the Research Center for Prenatal and Perinatal Psychology and Health that provides pregnancy, health, counseling and support group services utilized by students, faculty and staff at the South Texas College Pecan Campus.

Congratulations to Dr. Israel. We know she will do an outstanding job representing South Texas College in her role as Chair of the Committee.

The South Texas College Library Art Gallery was proud to announce several exhibits available to the public throughout the summer. Everyone is encouraged to visit and enjoy the exhibit at one of the South Texas College libraries.

	<p>10th Annual South Texas Ceramic Showdown: Constants and Variables An invitational ceramic exhibit – collaboration with STC Library Art Gallery and the STC Art Department Featuring ceramics by Jim Bob Salazar and Pat Johnson June 16 - July 25, 2016 On display at the Pecan Campus Library (McAllen)</p>
	<p>Reception: June 16, 6-8pm Thursday Clay Demos: June 17, 9:00-4:30pm Friday Clay Demos: June 18, 9:00-12pm Saturday Art Talk: June 18, 1:30-3:30pm Saturday</p>
	<p>Portraits of Summer Featuring paintings by Robert Andes June 1 – July 25, 2016 Art Talk & Reception: June 16, 6-8pm On display at the Pecan Campus Library (McAllen)</p>
	<p>Roma High School Art Exhibit Featuring work by Roma High School V.A.S.E. participants June 6 – August 12, 2016 Reception: June 13, 1pm On display at the Starr Co. Campus Library (Rio Grande City)</p>
	<p>South Texas College Permanent Art Collection June 13-August 12, 2016 On display at the Technology Campus Library (McAllen)</p>

Free Admission and Open to the Public!



**SOUTH TEXAS
COLLEGE**

ROBOTICS & AUTOMATION SUMMER CAMP 2016

Join us!

This one-week summer learning opportunity allows students to engage in aspects of automation technologies and real-life robotics technology.

Who should attend: Students interested in robotics, computer science, engineering, math, automation technology, or advanced manufacturing.

Group A (ages 8-12) will utilize the Lego Mindstorms Education EV3 Robotics System.

Group B (ages 13-17) will utilize advanced robotic and industrial automation systems located at STC.

Choose from one of the following camps:
(Groups A and B will take place concurrently, but separately in each camp)

Camp 1: June 13-17
Camp 2: June 20-24
Camp 3: June 27-July 1

All sessions: 8:00 am - 12:00 pm
STC Technology Campus
3700 W. Military Hwy.
McAllen TX, 78503

Register Early!
Seats are limited.

Cost: \$175 per student

T-shirt included • Breakfast provided
Certificates of Recognition provided upon completion of summer camp

To register, visit:
www.southtexascollege.edu/go/robotics
or call (956) 872-6197
iam@southtexascollege.edu

Check or credit card payments only.
Make checks payable to:
South Texas College

The Institute of Advanced Manufacturing at South Texas College hosted its 2nd Robotics & Automation Summer Camp 2016.



South Texas College (STC) has once again participated in the *Sketcharette* competition, a creative collaboration between ACD2, the Xi Epsilon Chapter of Sigma Kappa Delta, the English Honor Society, and Architectural Illustration students, and which was held at the Technology Campus. Digital imaging students Itzel Torres and Javier Lopez took home both the 1st Place and People’s Choice trophies for their *To the Victorian Lighthouse Library* inspired by author Virginia Woolf during the *Sketcharrete* Competition.

Little Free Libraries is a nationwide movement who believes in the method of “take a book, return a book.” Their mission is “to promote a sense of community, reading for children, literacy for adults, and libraries around the world. The competition consisted of eight teams of students who diligently constructed Little Libraries inspired by an author’s life, by the typical architecture of the author’s time period, or inspired by the architecture depicted in one of the author’s works.

The Student Activities and Wellness team is advancing student engagement through sports. Some of the values provided through participation in sports include time management and leadership, two very important strengths for students to acquire. The College’s intramural sports create a healthy student involvement. Activities on campus offer opportunities for students to engage in a variety of recreational sports that enhance personal development, increases physical and mental health and encourages social interaction. Major sports for the Fall 2016 semester include football, basketball, soccer, and volleyball. Minor sports include ping pong and Ultimate Frisbee. Coordinators at Student Activities and Support Services look forward to continuing their efforts to engaging students in sports on campus.



The Office of Industry Training and Economic Development, houses both the NAAMREI and Institute for Advanced Manufacturing (IAM) that are major contributors to raising the skill sets of the local manufacturing workforce. Due to the nature of the manufacturing industry in the region, it became clear to Carlos Margo, South Texas College’s Associate Dean of Industry Training and Economic Development, that in order to grow the skill level of the workforce, he would need to expand services to the maquila plants in Reynosa, Tamaulipas. With over 250 major plants with 110,000 employees, the demand and need for training has always been in Reynosa. Just as the need exists in the U.S., there is also a need in Mexico for industrial automation and robotics training. In most cases, production, assembly and other high labor intensive work is conducted in Reynosa’s maquilas while higher skill level work takes place in the U.S. The College and partners such as the McAllen Economic Development Corporation (MEDC) value developing relationships in Mexico because of the benefit on both sides of the border.



With the addition of the College’s Institute for Advanced Manufacturing establishing the first Festo Certified Training Center for Robotics and Industrial Automation in the nation, opportunities for industry professionals to receive globally recognized certifications is now available.

Pictured to the right are students celebrating the completion of a course at the Continuing, Professional, and Workforce Education Department located in the Pecan Plaza, just east of the Pecan Campus. For many students, taking Continuing Education courses is the first step to transitioning to credit courses and obtaining an associate degree



Students who rely on the Continuing, Professional and Workforce Education (CPWE) Department at South Texas College (STC) are as diverse as the department’s course offerings. Each person is a lifelong learner who is reaching out to CPWE in order to better their educational, work and life situations. Serving such a vast population provides its own set of challenges, especially for non-credit classes and qualifying for state financial aid through the Texas Public Education Grant (TPEG). However, through innovative thinking, the Colleges CPWE under the leadership of Juan Carlos Aguirre, Associate Dean of Continuing, Professional and Workforce Education, has done an outstanding job in establishing breakthrough initiatives aimed at fostering student success and access.

South Texas College students enjoyed campus-wide 4th of July celebrations, which included fun picture taking, food, games and music.

**ALL
CAMPUSES**

June 28-30th

Independence

**DAY
Celebration**

11:30 AM - 1:00 PM

FOOD - FUN - MUSIC - GAMES

STATEMENT OF EQUAL OPPORTUNITY
No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, sex, age, veteran status or disability. Individuals with disabilities requiring assistance or access to receive services should contact DISABILITY Support Services at 512-472-2513.

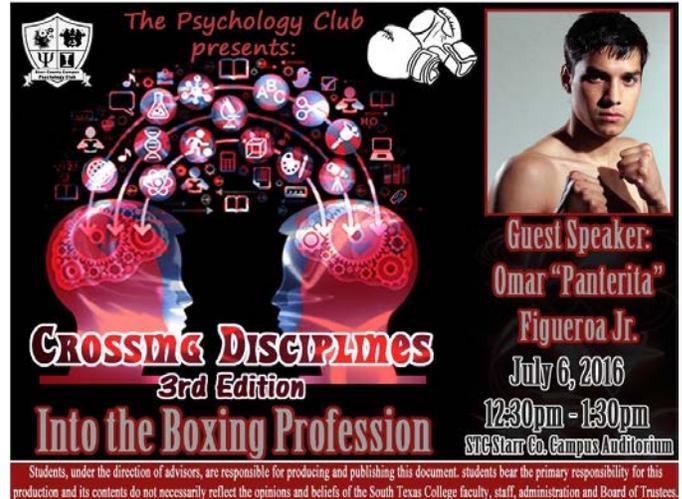
Tuesday, June 28th Nursing & Allied Health Campus West Wing Atrium	Wednesday, June 29th Pecan Campus Student Activities Center Bldg H - Courtyard	Wednesday, June 29th Mid-Valley Campus Student Services Building Bldg F - Courtyard
Wednesday, June 29th Technology Campus Technology West Building Bldg B - Atrium	Thursday, June 30th Starr County Campus Student Activities Center Bldg H - Courtyard	



**COLLEGE WILL BE
CLOSED**

*4th of
July*

On Wednesday, July 6, 2016, the Starr County Campus Psychology Club hosted its third edition of the *Crossing Disciplines Conference* aimed at giving insight into pursuing boxing as a career. Crossing Disciplines explores different careers with guest speakers who specialize in those fields. The conference is a benefit to the many Psychology Club members, including those who do not major in psychology, so they can consider second majors or minors and also broaden their options. This year’s “Into the Boxing Profession” was held at the Starr County Campus Auditorium and was open to the public.



The event was sponsored by the Starr County Psychology Club, who have also established conferences that include the Starr County Role Models Get Inspired, Starr County Got Talent Show, Starr County Mental Health Awareness Conference, and the Starr County Campus Psychology Majors Orientation. The conference concluded with a Q&A session as well as a “meet and greet” with featured guest, Panterita Figueroa, who signed autographs, boxing gloves and took pictures with attendees.

The South Texas College Student Veterans of America coordinated an event in memory of those in law enforcement affected by the Dallas Police Shooting.



The Office of Human Resources offered a new discrimination training to enhance the knowledge and professional development of all South Texas College employees. Participants received a direct email notification of the new online trainings available, hosted by Workplace Answers. Training courses included:

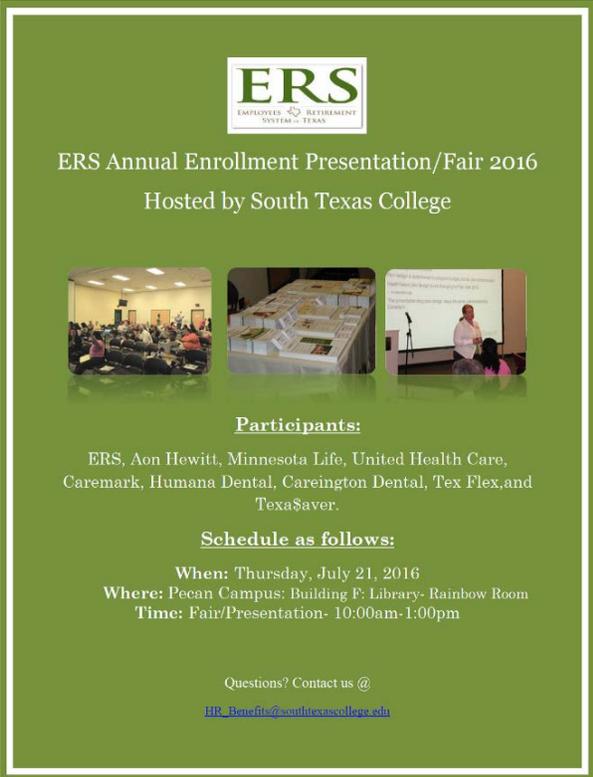
- **NEW:** EEO LAWS and DISCRIMINATION PREVENTION
- FULL TIME STAFF: EEO Laws and Discrimination Prevention Training
- FACULTY: EEO Laws and Discrimination Prevention Training

The EEO Laws and Discrimination Training course explains the equal employment opportunity (EEO) laws and is designed for all full time employees. It covers categories protected by federal, state, and local laws. It also explains prohibited employment practices, including unlawful harassment and discrimination, and details the investigation process and protection from retaliation. Supervisors will also receive supplemental training for some topics.

EEO Laws and Discrimination Prevention Supervisor Supplement

The supervisor supplement discrimination training supplement is designed as a refresher for supervisory employees once the EEO Laws and Discrimination Prevention for all employees course has been completed. The course offers additional information that is crucial for supervisors, including interviewing, hiring, discipline, and firing.

The Office of Human Resources has announced 2016 Annual Enrollment Campus Visits, and an Annual Enrollment Fair/Presentation.



ERS
EMPLOYEE RETIREMENT SYSTEM OF TEXAS

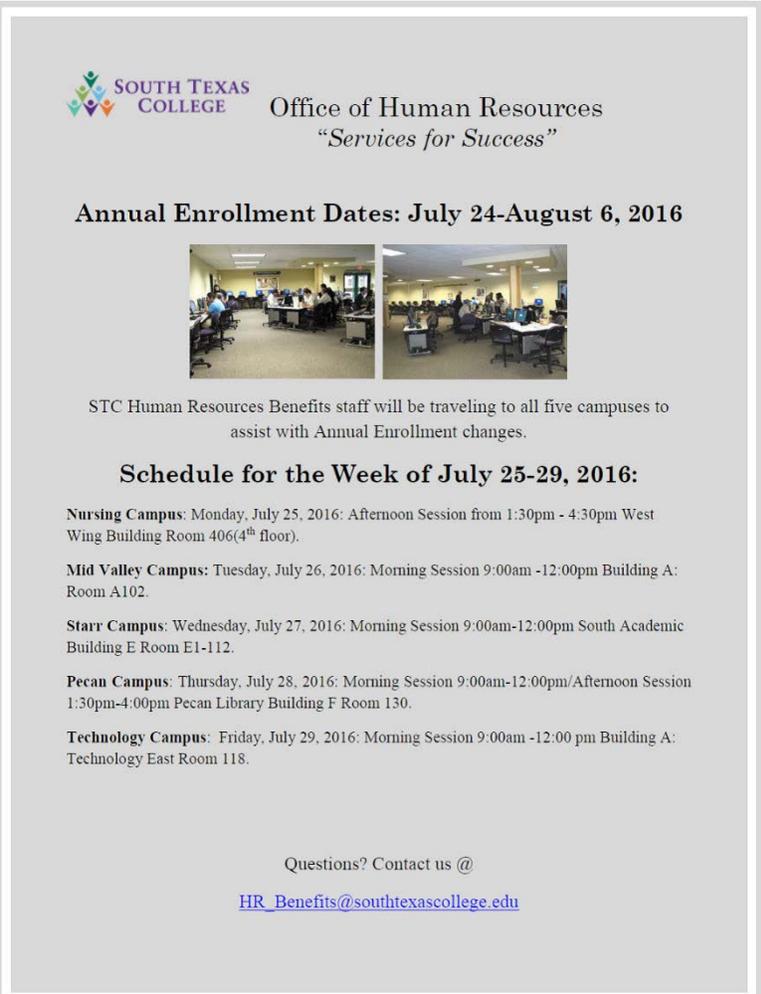
ERS Annual Enrollment Presentation/Fair 2016
Hosted by South Texas College



Participants:
ERS, Aon Hewitt, Minnesota Life, United Health Care, Caremark, Humana Dental, Careington Dental, Tex Flex, and TexaSaver.

Schedule as follows:
When: Thursday, July 21, 2016
Where: Pecan Campus: Building F: Library- Rainbow Room
Time: Fair/Presentation- 10:00am-1:00pm

Questions? Contact us @
HR_Benefits@southtexascollege.edu



**SOUTH TEXAS
COLLEGE** Office of Human Resources
"Services for Success"

Annual Enrollment Dates: July 24-August 6, 2016



STC Human Resources Benefits staff will be traveling to all five campuses to assist with Annual Enrollment changes.

Schedule for the Week of July 25-29, 2016:

Nursing Campus: Monday, July 25, 2016: Afternoon Session from 1:30pm - 4:30pm West Wing Building Room 406(4th floor).

Mid Valley Campus: Tuesday, July 26, 2016: Morning Session 9:00am -12:00pm Building A: Room A102.

Starr Campus: Wednesday, July 27, 2016: Morning Session 9:00am-12:00pm South Academic Building E Room E1-112.

Pecan Campus: Thursday, July 28, 2016: Morning Session 9:00am-12:00pm/Afternoon Session 1:30pm-4:00pm Pecan Library Building F Room 130.

Technology Campus: Friday, July 29, 2016: Morning Session 9:00am -12:00 pm Building A: Technology East Room 118.

Questions? Contact us @
HR_Benefits@southtexascollege.edu

In the upcoming weeks Title IX Training will be offered at the Technology Campus for Faculty and Staff. There are six different sessions, and all sessions will be held at the Technology Campus Auditorium from 1:30 pm – 3:00 pm.

Tues., July 19

Session 1 CSAs or Responsible Employees? – Identify & Understand Reporting Obligations

Wed., July 20

Session 2 Beyond LGBTQ – Supporting the Spectrum of Sexual & Gender Identities of your Students

Thurs., July 21

Session 3 Title IX Investigation Insights – Common Errors to Avoid from Former OCR Investigators

Tues., July 26

Session 4 Title IX/Clery and VAWA Compliance & University Travel

Wed., July 27

Session 5 Title IX & VAWA – Your programming & Training Requirements

Thurs., July 28

Session 6 Campus Facilities & Transgender Students – Ensuring Safe, Welcoming Accommodations

All students interested in learning about opportunities for transfer were encouraged to attend campus visits by Texas Universities during the month of July:



- University of Texas – Rio Grande Valley
- Texas A&M University – Kingsville Rio Grande Valley -Engineering Initiative
- Texas A&M University – Kingsville -- Education Program
- University of Texas at San Antonio
- University of Houston
- Texas A&M University Health Science Center
- School of Public Health – McAllen Campus
- Stephen F. Austin State University
- National American University –
Master’s Class, which began July 12!



NATIONAL AMERICAN UNIVERSITY
*Is Proud to Announce to You Our First
On-Ground Master's Class
at South Texas College Beginning July 12th.*

Program's Offered:
Master's of Business Administration (MBA)
Master's of Management (MM)
Master's of Science in Nursing (MSN)
 "Many Emphasis Areas to choose from"

Take Advantage of The SIC Graduate/Employee Scholarship Available!

**CHANGE YOUR LIFE... TAKE A STEP IN ACHIEVING YOUR
MASTER'S DEGREE WITH NAU!**

For More Information Contact:
 Kathryn Salazar at krsalazar@national.edu OR 956-238-7300

The Office of Career Planning, Readiness and Employer Services hosted District-wide Resume Writing and Interviewing Workshops from July 27^h thru July 29th at all South Texas College campuses. All students and alumni were invited to attend to learn the latest trends in resume writing, cover letters and interviewing skills.

South Texas College was awarded \$10,000 for Veterans Center expansions in June, and can start their renovation plans with help from *Team Depot*. The grant is between the Student Veterans of America and the Student Veterans Organization at South Texas College and will be used to help build, refurbish, or renovate the College's Veteran Centers.



The College's Kinesiology Department Health & Wellness Center announced their Group Fitness Class schedule at the Pecan Plaza in McAllen. Participants must provide a valid South Texas College ID.



DISTRICT-WIDE RÉSUMÉ/INTERVIEWING DAYS
Hosted by The Office of Career & Employer Services

- July 27** Mid-Valley Campus Bldg. G 191 Auditorium 2:00 - 3:30pm
- July 26** Pecan Campus Bldg K 2.926 Career Lab 2:00 - 3:30pm
- July 27** Nursing & Allied Health Campus CLE 2.424 3:00 - 4:30pm
- July 28** Starr County Campus Bldg. E 1.106 Auditorium 2:00 - 3:30pm
- July 29** Technology Campus Bldg.C Room 128 2:00 - 3:30pm

Bring your résumé to be reviewed!
For more information, please call (956)872-8318





**KINESIOLOGY DEPARTMENT
HEALTH & WELLNESS CENTER**
www.southtexascollege.edu/health-wellness
(956) 872-3838

GROUP FITNESS CLASS AT PECAN PLAZA*

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
4 p.m. Bosu Training	4 p.m. Bosu Training	4 p.m. Bosu Training	4 p.m. Bosu Training
5:15 p.m. Spinning	5:15 p.m. Kickboxing	5:15 p.m. Spinning	5:15 p.m. Kickboxing

Bosu Training – Fundamental exercises such as push-ups, crunches, etc. using Bosu ball and dumbbells
Kickboxing – Learn how to punch and kick while increasing your level of cardiovascular strength.
Spinning – Classes are held on stationary bikes and will provide an overall body workout.
*Classes are subject to change.

There is no fee to access the facility for current STC students, staff or faculty.
 Students must be enrolled for the Summer II or III term.
 All current STC faculty and staff must present an STC badge.

NO STC ID NO EXCEPTIONS



South Texas College's High School Programs Department received a grant valued at \$44,019 from the Texas Workforce Commission to host a five-day camp. The camp was launched on Monday, July 18th and ran through Friday, July 22, 2016. The camp focused on STEM, and brought together 60 students in grades 9-11 from PSJA, McAllen, Mission and Hidalgo school districts to participate and increase their knowledge in Information and Computer Technologies. Students will raise awareness in the STEM related careers through speakers and visits to institutions of higher education. The College utilized a curriculum provided by the US Air Force Association's (AFA) CyberPatriot program, a national youth cyber education program conceived by the AFA to inspire students toward careers in cyber security or other science, technology, engineering, and mathematics (STEM) disciplines critical to future of the United States. The program included the basics of cyber security including weakness in computers and how to defend against them.

The program began with a keynote speaker with over 30 years of experience in the area of threat and risk assessment and technical security, Mr. Rich Roth, Executive Director of CTI Consultants. In his presentation, Mr. Roth conveyed to students the significant job growth within the cyber security field. The event concluded with a National Youth Cyber Defense Competition. South Texas College Faculty teaching curriculum focused on cyber security conducted a mock competition on the last day of camp. The competition put teams in the position of newly hired IT professionals tasked with managing the network of a small company. In the rounds of competition, teams were given a set of virtual images that represented operating systems and were tasked with finding cybersecurity vulnerabilities within the images and hardening the system while maintaining critical services.

The career awareness speakers provided insight on various professions relating to the field of computer science to prepare students to graduate from high school, enroll in an institution of higher education and graduate to begin working in a related occupation. The program's goal was to educate students in the Rio Grande Valley about the field of computer science to prepare them for their future.

South Texas College celebrated the eleven cadets who completed 20 weeks of intensive classroom instruction from the College's Police Academy. All eleven cadets earned 24 hours of college credit and passed the Texas Commission on Law Enforcement state exam on their first attempt! Key South Texas College staff joined the City of Pharr and law enforcement officials, as well as family and friends who came together on June 25, 2016 to honor the cadets at the 7th Police Academy *Completion Ceremony*, held at the College's Cooper Center on the Pecan Campus.



The cadets representing the 7th class of the STC Police Academy included: David Alejandro Aranda, Daniel Rene Calvillo, Abel Garza, Dariela Garza, Artemio Gonzalez, Jorge Luiz Martinez Jr., Ricardo Daniel Martinez, Jose Alejandro Medina, Luis Angel Oyervides, Ramon F. Regalado Jr., and Abundio Ivan Salinas.



The Pokémon craze can also be seen at South Texas College's campuses. The College welcomes Pokémon trainers to our campus; however, they are asked to be courteous to our campus, students, faculty/staff and security personnel. For everyone's safety, it is recommended Pokémon catching be conducted during normal operating hours.



- Together with Juan Carlos Aguirre, Dean of Continuing, Professional and Workforce Education, Laura Sanchez, Associate Dean of Institutional Research and Effectiveness, Khalil Abdullah, Internal Auditor, and Matthew Hebbard, Dean of Enrollment Services and Registrar, met with Mark Poehl and Paul Maeyaert, Auditors with the Coordinating Board, to review and discuss the final report on the audit of Continuing Education student enrollment. The staff and I strongly disagree with the auditors' findings – since the College's decision to waive tuition for continuing education students was based on the advice and direction of the Coordinating Board staff and their published guidelines. Laura, Juan Carlos, and I attended the CB July 20th Agency Operations Committee Meeting and the July 21st Quarterly Board meeting in Austin to present our case.
- Attended a P-TECH (Pathways in Technology Early College High School) Advisory Council meeting on Thursday, June 30, 2016 at the Capitol with Lieutenant Governor Dan Patrick. The Council met Robin Willner, Director of Leadership Council New York State P-TECH. This was an opportunity for the Texas Advisory Council to learn about the P-TECH model implemented in New York. Looks like the Lt. Governor is going to push hard for this new model for the State of Texas.
- Presented to the “Jaguar Academy” on Thursday, July 7. The Academy was created to provide intense orientation for new employees of the College. The Academy consisted of a group of 35 new Professional/Technical and Classified employees. The goal of my presentation with the new employees was to:
 - Introduce myself to them and encourage them to introduce themselves to me,
 - Connect with the comprehensive mission of our College and recognize they each have a vital role to play in fulfilling that mission,
 - Learn how South Texas College serves our students and our community,
 - Instill a sense of pride in the participants that they have the opportunity to work for such a world-class institution,
 - Set high expectations for excellent customer service, hard work and lastly,
 - Have each new employee complete a form stating their commitments and contributions to South Texas College and the success of our students over the next two years.
- Together with key staff from the College, met with Keith Patridge, CEO/President of the MEDC, Gerald Padilla, of Feipol (Festival Internacional de Poesia Latinoamericana), to continue discussions on their plans to move forward with “Poetry Unites” an event scheduled at the South Texas College Cooper Center on September 1-3, 2016.
- Announced the selection of Carlos Margo as the Associate Dean of Industry Training and Economic Development at South Texas College. Following the interviews, the Committee unanimously recommended Mr. Carlos Margo for the position. Mr. Margo's many strengths and extensive knowledge with industry training and economic development was quite evident during



the interview. His responses to the questions from the Search Committee far exceeded the knowledge of all of the individuals interviewed. As a result, the Committee felt he was the ideal candidate and he will continue to be an asset to the College.

Mr. Margo has worked at South Texas College for over 16 years, all of which have been in multiple roles within the workforce training or continuing education division. He began his career at South Texas College as a curriculum coordinator then for the following 14 years, he has served as Training Manager, Regional Manager, Executive Director and now Associate Dean. His responsibilities include providing leadership and administrative direction for all core operational functions for the College's industry training and economic development initiatives, developing and managing corporate training initiatives, managing and implementing grant funded projects, designing and developing customized workforce training programs and curricula, managing and supervising workforce training departments. In this role, Mr. Margo also manages multiple institutional and grant accounts, oversees monitoring and compliance of these accounts, and writes and develops grant proposals for his department. Mr. Margo is pursuing an Ed.D. in Higher Education Administration from Texas Tech University. He holds a Master of Business Administration (MBA) from The University of Texas Pan American, and a Bachelor of Arts degree in English Rhetoric from Texas A&M University, College Station.

- Participated in a teleconference with Dr. Walter Bumphus, CEO, AACC - American Association of Community Colleges, who called to talk with me about the Association's plans to implement a new annual fee structure that will affect all member institutions.
- Met with Laura Sanchez, Associate Dean, Institutional Research and Effectiveness, Matthew S. Hebbard, Dean of Enrollment Services and Registrar, Cody A. Gregg, Dean of Library Services and Instructional Technologies, and Jayson Valerio, Interim Dean, Nursing and Allied Health to review and revise a Doctor's Hospital Articulation Agreement sent by Dr. Eliza Alvarado, Director of Government Relations and Grants, Health Sciences Institute at Renaissance (HSIR). Of major concern is the transfer of credits from HSIR to South Texas College, as HSIR has not received regional accreditation, and they cannot have access to library services without receiving TexShare approval.
- Met with Mary Elizondo, Vice President for Finance and Administrative Services and Rick de la Garza, Director of Facilities Planning and Construction, to discuss the Broaddus contract.
- Coordinated the agendas and back-up materials for two Facilities Committee Meetings, Education and Workforce Development, and Finance and Human Resources Committees, as well as the July 26, 2016 Regular Board meeting.
- Coordinated a meeting with Jim Broaddus and Gilbert Gallegos to discuss the status of all construction projects. Joining me from the Board were Dr. Salinas, Mr. Gurwitz, as well as South Texas College key staff.
- Attended the AACC 2016 Presidents Academy Summer Institute (PASI) at Coeur d'Alene, Idaho. PASI is an annual professional development program for CEOs and presidents of member

community colleges, providing intensive focus on current challenges, emerging trends, and opportunities unique to that position. The three-day institute focused on issues of critical importance to success in the role of the community college president, providing a mix of content experts and interaction around related case studies that result in the development/acquisition of ready-to-use skill sets that participants can apply back at their respective campuses. The institute also provided opportunities for newer presidents to develop mentor-mentee relationships with more seasoned presidents, focusing on immediate challenges and opportunities that these presidents are facing on their campuses. Following the Presidents Academy, I traveled to Austin to attend the July 20, 2016 Coordinating Board Agency Operations Committee meeting, and the full Board Quarterly meeting on July 21, 2016, as the audit of Continuing Education student enrollment recently performed at South Texas College was on the Agenda for both meetings.

- Attended the McAllen Chamber's *Newsmaker Breakfast Series* on Friday, July 22nd at the McAllen Convention Center featuring William McRaven, the University of Texas System chancellor and former four-star admiral in the U.S. Navy. He took over as chancellor of the UT System in January of 2015. The Newsmaker Breakfast Series, is a partnership between The Monitor and the McAllen Chamber of Commerce.
- Met with Dr. Virginia Champion, Director of Grant Development, Dr. Anahid Petrosian, and Dr. Jayson Valerio, Interim Dean, Nursing and Allied Health to discuss the i3 Development grant. The purpose of the i3 Development (USDE) program is to provide competitive grants to applicants with a record of improving student achievement and attainment in order to expand the implementation of, and investment in, innovative practices that are demonstrated to have an impact on improving student achievement or student growth, closing achievement gaps, decreasing dropout rates, increasing high school graduation rates, or increasing college enrollment and completion rates. These grants will (1) allow eligible entities to expand and develop innovative practices that can serve as models of best practices, (2) allow eligible entities to work in partnership with the private sector and the philanthropic community, and (3) identify and document best practices that can be shared and taken to scale based on demonstrated success.
- Together with South Texas College's Vice Presidents, I participated in a meeting with the 2016 South Texas College Summer Leadership Institute for High School Counselors and Teachers. The Institute was designed to provide public school counselors and teachers an opportunity to work side by side with student services personnel at STC. This three-week experience provides participants with insight into the degrees, programs and services offered by the College and the experience provides high school teachers and counselors with the in-depth understanding they need about what the College offers students. The Institute provides a stipend for public school personnel participating in the Institute and is limited to 30 participants.

It was a pleasure to meet this year's interns and to hear their personal stories and experiences with South Texas College. The pre and post assessment by participants confirms that the experience has led to a transformation of how they perceived South Texas College and the opportunities the College provides its students.

- Participated in a press conference with the City of McAllen to announce the initiative outlined in a Memorandum of Understanding (MOU) whereby South Texas College's Continuing, Professional and Workforce Education division will award Continuing Education Units (CEUs) to participants attending eligible training-oriented events at the McAllen Convention Center, including but not limited to conferences, seminars, symposiums, and workshops.
- Continue to meet with South Texas College's President's Cabinet to:
 - facilitate administrative planning on a weekly basis;
 - review and address issues of concern;
 - formulate strategic direction and problem solving; and
 - provide communication and feedback among the President and the Vice Presidents
 - finalize FY 2016-2017 revenue projections, budget, staffing plan, and operational plan
- Continue to meet with South Texas College's President's Administrative Staff. The purpose of the President's Administrative Staff is to communicate information to all administrative staff and to provide the opportunity for discussion on areas of concern regarding the leadership and strategic direction for the College.
- Continue to meet with the College's Vice Presidents, Administrators, Planning and Development Council, Coordinated Operations Council, and other Councils to address immediate concerns and issues facing the College. Topics covered from June 28, 2016 through July 26, 2016 included:
 - Update on Summer and Fall 2016 Student Enrollment
 - Paid
 - Non Paid
 - Discussion of Revised Policy Regarding Dual Credit 9th Graders
 - Update on Revised MOU with Participating School Districts
 - Discussion of Chamber Workshop on New Dept. of Labor Overtime Regulations
 - Discussion of State Leadership Call to Reduce Budget Requests by 4%
 - Review of Marketing Plan for Fall 2016
 - Discussion of Texas Pathways Project
 - Update on Draft MOU for Participating School Districts
 - Discussion of TACC Monday, July 18, 2016 Conference Call on Dual Credit Data
 - Discussion of Facility Usage Guidelines
 - Review and Discussion of HR Policies:
 - 4910: Employee Complaint Procedure
 - 4911: Disciplinary Action Procedures
 - 4919: Standards of Conduct
 - 4921: Termination of Non-Faculty Employees During the Term of Their Letter of Appointment
 - 4118: Provision of Faculty Letter of Appointment
 - Review and Discussion of HR Disciplinary Action Procedures
 - Discussion of Mileage Reimbursement Policy and Procedures
 - Discussion of SACS Request for National Clearinghouse Data

- Review of Marketing Plan for Fall 2016
- Presentation on Jagnet Redesign
- Review and Discussion of Revised Purchasing Procedures as a Result of Increased Purchasing Limits
- Review and Discussion of Policy 3320: Scholastic Progress Standards
- Review and Discussion of 2016 Federal Guidance on Transgender Students
- Review and Discussion of Required Training for Employees
- Discussion of South Texas College Facility Use Guidelines
- Review and Discussion of Revised MOU with Participating School Districts for STC Dual Credit Program
- Review and Discussion of Letter to Superintendents Explaining Tuition and Fee Adjustments for Dual Credit Students
- Discussion of State Leadership Call to Reduce Budget Requests by 4%

*Education and Workforce
Development Committee
Minutes
July 12, 2016*

**South Texas College
Board of Trustees
Education and Workforce Development Committee
Ann Richards Administration Building, Board Room
Pecan Campus, McAllen, Texas
Tuesday, July 12, 2016 @ 3:00 p.m.**

MINUTES

The Education and Workforce Development Committee Meeting was held on Tuesday, July 12, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 3:16 p.m. with Mrs. Graciela Farias presiding.

Members present: Mrs. Graciela Farias, Dr. Alejo Salinas, Jr. and Mr. Gary Gurwitz

Other Trustees present: Ms. Rose Benavidez and Mr. Paul R. Rodriguez

Members absent: Mr. Jesse Villarreal

Also present: Dr. Shirley A. Reed, Dr. Anahid Petrosian, Mrs. Wanda Garza, Mr. Serkan Celtek, Mr. Matthew Hebbard, Ms. Yvette Gonzalez, Mrs. April Castaneda, and Mr. Andrew Fish.

Approval of Minutes for Tuesday, June 14, 2016 and Tuesday, June 28, 2016 Committee Meetings

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Minutes for the Education and Workforce Development Committee meetings of Tuesday, June 14, 2016 and Tuesday, June 28, 2016 were approved as written. The motion carried.

**Review and Recommend Action on Proposed Revision to Policy #1110:
*Board Committees***

The Education and Workforce Development Committee was asked to review the role and responsibilities of the EWD Committee and recommend Board action on the proposed revisions to existing Board Policy #1110: *Board Committees* as necessary.

The proposed revisions as recommended by staff were included in the packet, with additional text highlighted in yellow and italicized.

The committee was asked to discuss and recommend any further changes to the identified roles and responsibilities of the Education and Workforce Development Committee that might be appropriate at this time.

The Committee had reviewed the proposed changes and had nothing further to add. No action was taken.

Review and Recommend Action on Proposed Revision to Policy #3232: *Dual Credit Student Eligibility Requirements*

The Education and Workforce Development Committee was asked to recommend Board approval of the proposed revisions to existing Board Policy #3232: *Dual Credit Student Eligibility Requirements*.

The Board approved revisions to this same policy at the June 28, 2016 Regular Board Meeting. In pursuant discussions regarding the changes with partnered school districts and upon feedback from administration, it was recommended that additional language be included in the dual credit student eligibility requirements to stipulate that:

9th Grade

- Students may not not enroll in college level courses until the spring semester of their 9th grade, and
- are limited to no more than two courses, from an approved list of recommended courses, for that semester.

10th Grade

- Students will be limited to two dual credit courses per semester.

11th and 12th Grade

- Students should not exceed 16 credits hours per semester.

The proposed revision was included in the packet, with additional text highlighted in yellow and italicized. There were no proposed deletions.

The proposed revision were reviewed by staff, the President's Cabinet, President's Administrative Staff, and Planning and Development Council (PDC) staff.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Gary Gurwitz, the Education and Workforce Development Committee recommended Board approval of the proposed revision to Policy #3232: *Dual Credit Student Eligibility Requirements* as proposed and which supersedes any previously adopted Board policy. The motion carried.

Presentation on Texas Higher Education Coordinating Board Almanac Data on South Texas College Student Performance Data from 2011 - 2016

Mr. Serkan Celtek, Director of Research and Analytical Services, presented data from the Texas Higher Education Coordination Board (THECB) *Almanac of Higher Education* related to student performance data at South Texas College.

This data provided a five-year review of basic student performance data as collected by the THECB.

The committee packet included excerpts from the 2016 *Texas public Higher Education Almanac*, including the entry for South Texas College and the comparison of statewide two-year public institutions.

The information below summarizes findings from this data:

Time and Hours Earned to Complete a Degree

For the FY2015 graduates, students earned an average of 84 hours (excluding dual enrollment and developmental education) and take over 4.1 years to complete their associate degree.

Graduation Rates

The THECB has analyzed the cohorts reported in the almanac to determine:

Three Year Graduation Rate (Fall 2012 First-Time-in-College): 17.8%

- 14.9% for students who started in development education
- 27.3% for students who started college-ready

Four Year Graduation Rate (Fall 2011 First-Time-in-College): 25.0%

Six Year Graduation Rate (Fall 2009 First-Time-in-College): 32.9%

Dual Enrollment

In Fall 2015, 44.0% of South Texas College students were enrolled in dual credit courses.

Students who enrolled with prior dual credits, entering the College as First-Time-in-College students in Fall 2010, had a one-year persistence rate of 82.1%.

Of those students:

- 21.5% earned a baccalaureate degree in four years or fewer
- 23.9% earned a baccalaureate or associate degree in four years or fewer

Transfer Rate (within six years)

Of the 4,190 students who were First-Time-in-College and degree-seeking in Fall 2009 but did not graduate, 21.3% (893) of them transferred within six years to a four-year institution within the state of Texas.

College Readiness

The following statistics were available for First-Time-in-College students in Fall 2011 who were not college ready in at least one subject:

Subject	# of Fall 2010 FTIC Students not College Ready	TSI Completion/ College Readiness within Two Years	Completion of College Level Course within Three Years
Math	2,176	27.6%	15.9%
Reading	1,814	39.7%	26.7%
Writing	2,072	31.3%	27.9%

This item as for the Committee’s information and feedback to staff, and no action was requested.

Presentation on Recruitment Efforts at the South Texas College La Joya Teaching Center

Due to time constraints, this item was postponed for a later meeting.

This item is for the Committee's information and feedback to staff, and no action is requested.

Review and Recommend Action on FY 2016 - 2017 Committee Meeting Schedule

The Education and Workforce Development Committee was asked to review the following schedule and recommend amendment or approval as appropriate. The Board would be asked to review and take action on a calendar of Committee and Board Meetings for FY 2016 - 2017 at the July 26, 2016 Regular Board Meeting.

The proposed meeting schedule for the Education and Workforce Innovation Committee was as follows:

<u>Weekday</u>	<u>Date</u>	<u>Meeting Time</u>
Tuesday	September 13, 2016	3:00 p.m.
Tuesday	October 11, 2016	3:00 p.m.
Tuesday	November 8, 2016	3:00 p.m.
Tuesday	December 6, 2016	3:00 p.m.
Tuesday	January 17, 2017	3:00 p.m.
Tuesday	February 14, 2017	3:00 p.m.
Tuesday	March 7, 2017	3:00 p.m.
Tuesday	April 11, 2017	3:00 p.m.
Tuesday	May 9, 2017	3:00 p.m.
Tuesday	June 13, 2017	3:00 p.m.
Tuesday	July 11, 2017	3:00 p.m.
Tuesday	August 8, 2017	3:00 p.m.
Tuesday	September 12, 2017	3:00 p.m.

Education and Workforce Development Committee Meetings were generally scheduled for the second Tuesday of each month, and were proposed for a new starting time of 3:00 p.m. unless scheduling conflicts require a schedule adjustment.

The draft schedule included such adjustments around scheduling conflicts as follows:
Tuesday, December 6, 2016 – scheduled one week early to accommodate Winter Break
Tuesday, January 17, 2017 – scheduled one week late to accommodate Winter Break
Tuesday, March 7, 2017 – scheduled one week early to accommodate Spring Break

A full calendar view of the proposed Committee and Board meeting schedule was provided in the packet for the Committee's information.

The Education and Workforce Development Committee was asked to recommend Board action as necessary regarding the proposed Committee meeting schedule so that all Board members may enter the dates on their planning calendars. Due to time constraints, no action was taken.

Adjournment

There being no further business to discuss, the Education Workforce Development Committee Meeting of the South Texas College Board of Trustees adjourned at 4:20 p.m.

I certify that the foregoing are the true and correct Minutes of the July 12, 2016 Education and Workforce Development Committee of the South Texas College Board of Trustees.

Mrs. Graciela Farias
Presiding

*Facilities Committee
Minutes
July 12, 2016*

**South Texas College
Board of Trustees
Facilities Committee
Ann Richards Administration Building, Board Room
Pecan Campus, McAllen, Texas
Tuesday, July 12, 2016 @ 4:00 PM**

MINUTES

The Facilities Committee Meeting was held on Tuesday, July 12, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 4:26 p.m. with Mr. Gary Gurwitz presiding.

Members present: Mr. Gary Gurwitz, Dr. Alejo Salinas, Jr., Mrs. Graciela Farias, Ms. Rose Benavidez, and Mr. Paul R. Rodriguez

Members absent: Mr. Jesse Villarreal and Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Mrs. Wanda Garza, Dr. David Plummer, Mr. Ricardo de la Garza, Mr. George McCaleb, Mr. Matthew Hebbard, Mr. Danny Montez, Mr. Cody Gregg, Mr. Robert Cuellar, Mr. Khalil Abdullah, and Mr. Andrew Fish

Approval of Facilities Committee Meetings Minutes

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, the following Minutes for the Facilities Committee meetings were approved as written.

1. June 14, 2016 Facilities Committee Meeting
2. June 28, 2016 Facilities Committee Meeting

The motion carried.

The following items were skipped and no deliberation or action took place:

- II. Review of Budget and Status of 2013 Bond Construction Program and Projects**
- III. Update on Status of 2013 Bond Construction Program**
- IV. Discussion and Action as Necessary on Design Space and Program for the 2013 Bond Construction Mid Valley Campus Projects**
- V. Review and Recommend Action on Guaranteed Maximum Price for the 2013 Bond Construction Mid Valley Campus Projects**

Review and Recommend Action on Contracting Mechanical Electrical and Plumbing (MEP) Engineering Services for the Non-Bond Pecan Campus Building G Science Lab Fume Hood Exhaust System Upgrades

Approval to contract Mechanical, Electrical, and Plumbing (MEP) engineering design services for the Non-Bond Pecan Campus Building G Science Lab Fume Hood Exhaust System Upgrades will be requested at the July 26, 2016 Board meeting.

Purpose

The procurement of a MEP engineer would provide for design services necessary for the upgrade of the Non-Bond Pecan Campus Building G Science Lab Fume Hood Exhaust System project.

Justification

The procurement of a MEP engineer would allow for the engineer to work with staff to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using college design standards as well as all applicable codes and ordinances. Construction documents would then be issued for solicitation of construction proposals. Once received, construction proposals would be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

Background

The science department requested the upgrade of the existing system for the Pecan Campus Building G due to it not functioning efficiently. The fume hoods and exhaust system were over fifteen years old and in need of replacing and upgrading. This project was not budgeted through the normal Capital Improvement Process (CIP) but was needed for the demand of science classes currently scheduled.

Sigma HN Engineers was previously contracted to perform a study to review the existing conditions and determined that the existing fume hoods and exhaust system are not functioning properly. They provided a report describing the items of the existing system that need to be upgraded and repaired. They estimated the construction costs to be just under \$200,000.

In order to proceed with the design of the upgrade to the fume hoods and exhaust system, staff recommended contracting MEP engineering services for preparation of plans and specifications. This work would be scheduled to be constructed during the fall of 2016.

Three MEP engineering firms listed below were previously approved by the Board for to provide professional on-call services as needed for projects under \$300,000.

1. DBR Engineering
2. Half Associates
3. Sigma HN Engineers

Based on the following criteria, Sigma HN Engineers was recommended to provide MEP engineering services for this project.

- Previous experience with science exhaust systems and this system
- Experience with similar projects
- Familiarity with the College’s standards
- Previously performed study to review existing conditions

Funding Source

Funds were available in the FY 2015 – 2016 renewals and renewals budget, through savings on other projects, for design and construction of these upgrades.

Proposed Project Budget		
Budget Components	Amount Available	Proposed Costs
Design	\$20,000	Design fees were proposed at 10%.
Construction	\$200,000	Actual cost would be determined after the solicitation of construction proposals.

Enclosed Documents

The packet included a floor plan indicating the proposed room locations in need of the upgrades.

Upon a motion by Ms. Rose Benavidez and a second by Mrs. Graciela Farias, the Facilities Committee recommended Board approval to contract MEP engineering services with Sigma HN Engineers for the Non-Bond Pecan Campus Building G Science Lab Fume Hood and Exhaust System Upgrades project as presented. The motion carried.

Review and Recommend Action on Contracting Mechanical Electrical and Plumbing (MEP) Engineering Services for the Non-Bond Pecan Plaza Emergency Generator and Wiring and Starr County Campus Buildings E and J Crisis Management Center Generator

Approval to contract Mechanical, Electrical, and Plumbing (MEP) Engineering design services to prepare plans for the Non-Bond Pecan Plaza Emergency Generator and Wiring and Starr County Campus Buildings E and J Crisis Management Center Generator projects will be requested at the July 26, 2016 Board meeting.

Purpose

MEP engineering design services were necessary for the design and construction administration services for the Non-Bond Pecan Plaza Emergency Generator and Wiring and Starr County Campus Buildings E and J Crisis Management Center Generator projects. The design scope of work included, but was not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

Justification

The proposed the Non-Bond Pecan Plaza Emergency Generator and Wiring and Starr County Campus Buildings E and J Crisis Management Center Generator projects were needed in response to the following:

- Pecan Plaza Police Department
 - Provide emergency electrical service when a power failure occurs
- Starr County Campus Building
 - Building E – provide emergency power in IT rooms
 - Building J – provide emergency power for the future Crisis Management Center

Background

On May 31, 2016, South Texas College began soliciting for MEP design services for the purpose of selecting a firm to prepare the necessary plans and specifications for the Non-Bond Pecan Plaza Emergency Generator and Wiring and Starr County Campus Buildings E and J Crisis Management Center Generator projects. A total of eight (8) firms received a copy of the RFQ and a total of three (3) firms submitted their responses on June 16, 2016.

Funding Source

Funds for these expenditures were budgeted in the non-bond construction budget for FY 2015 - 2016.

Reviewers

The Requests for Qualifications were reviewed by college staff.

Enclosed Documents

The evaluation team members completed evaluations for the firms and prepared a scoring and ranking summary.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval to contract Mechanical, Electrical, Plumbing (MEP) design services with DBR Engineering Consultants, Inc. for preparation of plans and specifications for the Non-Bond Pecan Plaza Emergency Generator and Wiring and Starr County Campus Buildings E and J Crisis Management Center Generator projects as presented. The motion carried.

Review and Recommend Action on Contracting Construction Services for the Non-Bond Pecan Campus Building K Enrollment Center

Approval to contract construction services for the Non-Bond Pecan Campus Building K Enrollment Center project will be requested at the July 26, 2016 Board meeting.

Purpose

Authorization was requested to contract construction services in order to begin the modifications in Building K Enrollment Center at the Pecan Campus.

Justification

The procurement of a contractor would provide for construction services necessary for the Non-Bond Pecan Campus Building K Enrollment Center project.

Background

On March 29, 2016, the Board rejected the construction proposals submitted for this project due to the qualified construction proposals being over the \$500,000 construction cost limit when using the Architectural Services on Call process. The design team at Boultinghouse Simpson Architects worked with college staff to reduce the project scope in order to meet the budget. Boultinghouse Simpson Gates Architects prepared and issued the necessary revised plans and specifications for the solicitation of competitive sealed proposals.

Solicitation of competitive sealed proposals for this project began on June 15, 2016. A total of five (5) sets of construction documents were issued to general contractors and sub-contractors, and a total of three (3) proposals were received on June 30, 2016.

Timeline for Solicitation of Competitive Sealed Proposals	
June 15, 2016	Solicitation of competitive sealed proposals began.
June 30, 2016	Three (3) proposals were received.

College staff reviewed and evaluated the competitive sealed proposals and recommended NM Contracting, LLC as the highest ranked in the amount of \$408,600.

Funding Source

As part of the FY 2015 - 2016 Non-Bond Construction budget, funds in the amount of \$400,000 were budgeted for this project. Additional funds were available in savings from other construction projects to fund the balance of the proposed construction amount.

Source of Funding	Amount Budgeted	Additional Funds Available	Highest Ranked Proposal NM Contracting, LLC
Non-Bond Construction	\$400,000	\$8,600	\$408,600

Reviewers

The proposals were reviewed by Boultinghouse Simpson Gates Architects and staff from the Facilities Planning & Construction, Student Services, and Purchasing departments.

Enclosed Documents

Staff evaluated these proposals and prepared a proposal summary. It was recommended that the top ranked contractor be recommended for Board approval.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Graciela Farias, the Facilities Committee recommended Board approval to contract construction services with NM Contracting, LLC in the amount of \$408,600 for the Non-Bond Pecan Campus Building K Enrollment Center project as presented. The motion carried.

Review and Recommend Action on District-Wide Building Names

Approval to name buildings at all campuses will be requested at the July 26, 2016 Board meeting.

Purpose

Authorization was requested to adopt the names of the new bond construction buildings and approve the renaming of some existing buildings.

Justification

When bond construction buildings near final completion, new building plaques and signage would be ordered to properly identify each new building. The names of some of the existing buildings needed to be identified appropriately. The naming of buildings was necessary so that each building can be specifically identified for students, faculty, staff, and the public.

Designating the campus wide building names and letters for each building was necessary at this time for the following reasons:

- The architects and engineers requested the names of the buildings in order to properly note them in the required BIM documents.
- Academic Affairs requested the names of the buildings for future class scheduling.
- Police Department was updating the campus maps and requested to have the building names finalized for printing prior to the Fall 2016 semester.

Background

The current construction of the Bond buildings required the naming of the new buildings and renaming of some of the existing buildings to clearly identify the appropriate function of each building.

Enclosed Documents

The packet included a listing of the buildings and the recommended name for each building.

During discussion, several Committee members requested an alternative to be provided for the Workforce Centers at Starr County Campus, Technology Campus, and Mid Valley Campus. They also requested additional options for the proposed "Main Academic Building" at the Starr County Campus.

This item was deliberated, but no action was taken. Staff was asked to provide additional options for discussion on July 28, 2016.

Review and Recommend Action on FY 2016 – 2017 Committee Meeting Schedule

The Facilities Committee was asked to review the following schedule and recommend amendment or approval as appropriate. The Board would be asked to review and take action on a calendar of Committee and Board Meetings for FY 2016 - 2017 at the July 26, 2016 Regular Board Meeting.

The proposed meeting schedule for the Facilities Committee was as follows:

<u>Weekday</u>	<u>Date</u>	<u>Meeting Time</u>
Tuesday	September 13, 2016	4:00 p.m.
Tuesday	October 11, 2016	4:00 p.m.
Tuesday	November 8, 2016	4:00 p.m.
Tuesday	December 6, 2016	4:00 p.m.
Tuesday	January 17, 2017	4:00 p.m.
Tuesday	February 14, 2017	4:00 p.m.
Tuesday	March 7, 2017	4:00 p.m.
Tuesday	April 11, 2017	4:00 p.m.
Tuesday	May 9, 2017	4:00 p.m.
Tuesday	June 13, 2017	4:00 p.m.
Tuesday	July 11, 2017	4:00 p.m.
Tuesday	August 8, 2017	4:00 p.m.
Tuesday	September 12, 2017	4:00 p.m.

Facilities Committee Meetings were generally scheduled for the second Tuesday of each month at 4:00 p.m. unless scheduling conflicts required a schedule adjustment.

The draft schedule included such adjustments around scheduling conflicts as follows:
Tuesday, December 6, 2016 – scheduled one week early to accommodate Winter Break
Tuesday, January 17, 2017 – scheduled one week late to accommodate Winter Break
Tuesday, March 7, 2017 – scheduled one week early to accommodate Spring Break

A full calendar view of the proposed Committee and Board meeting schedule was provided in the packet for the Committee's information.

The Facilities Committee was asked to recommend Board action as necessary regarding the proposed Committee meeting schedule. No conflicts or suggestions were made, and no formal action was taken by the Committee.

Review and Recommend Action on Proposed Revision to Policy #1110: *Board Committees*

The Facilities Committee was asked to review the role and responsibilities of the Facilities Committee and recommend Board action on the proposed revisions to existing Board Policy #1110: *Board Committees* and to recommend Board approval for action as necessary at the July 26, 2016 Regular Board Meeting.

The proposed revisions as recommended by staff were included in the packet, with additional text highlighted in yellow and italicized. The revisions to the policy were necessary for the following reasons:

- To change the name of the Finance & Human Resources Committee, to the Finance, Audit, & Human Resources Committee.
- To update the responsibility roles already held by the Finance & Human Resources Committee.
- To update the responsibility roles already held by the Facilities Committee.

The Facilities Committee was asked to discuss and recommend any further changes that might be appropriate at this time. The Committee agreed with the proposed changes as related to the Facilities Committee's role and responsibilities.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval of the proposed revision to Policy #11110: *Board Committees* as proposed and which supersedes any previously adopted Board policy. The motion carried.

Update on Status of Non-Bond Construction Projects

The Facilities Planning and Construction staff prepared a design and construction update. This update summarized the status of each capital improvement project currently in progress. Mary Elizondo and Rick de la Garza were present to respond to questions and address concerns of the committee.

This item was for the Committee's review and feedback to staff and no action was taken.

Adjournment

There being no further business to discuss, the Facilities Committee Meeting of the South Texas College Board of Trustees adjourned at 5:25 p.m.

I certify that the foregoing are the true and correct minutes of the July 12, 2016 Facilities Committee Meeting of the South Texas College Board of Trustees.

Mr. Gary Gurwitz, Chair

*Finance & Human
Resources Committee
Minutes
July 12, 2016*

**South Texas College
Board of Trustees
Finance and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus
Tuesday, July 12, 2016
@ 5:30 p.m.
McAllen, Texas**

Minutes

The Finance and Human Resources Committee Meeting was held on Tuesday, July 12, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:35 p.m. with Mr. Paul R. Rodriguez, Committee Chair, presiding.

Members present: Mr. Paul R. Rodriguez, Dr. Alejo Salinas, Jr., and Ms. Rose Benavidez

Other Trustees Present: Mrs. Graciela Farias and Mr. Gary Gurwitz

Members absent: Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Dr. David Plummer, Mrs. Wanda Garza, Mrs. Becky Cavazos, Mr. Rick De La Garza, Mr. George McCaleb, Mrs. Brenda Jo Balderaz, Mr. Cody Gregg, Mr. Jesus Campos, Mr. Khalil Abdullah, Mr. Ken Lyons, Ms. Maribel Contreras, Ms. Kelly Salazar, Mr. Raul Cabaza, and Mr. Andrew Fish

Approval of June 14, 2016 Finance and Human Resources Committee Minutes

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Minutes for the Finance and Human Resources Committee Meeting of June 14, 2016 were approved as written. The motion carried.

**Discussion and Action as Necessary on Hidalgo County Tax Resale Properties
and Resolution Authorizing Tax Resale**

Approval of the Hidalgo County Tax Resale Properties and the Resolution Authorizing the Tax Resale will be requested at the July 26, 2016, Board meeting.

Purpose – The law offices of Linebarger Goggan Blair & Sampson, LLP requested consideration and possible action on the tax resale of seventy-six (76) properties.

Justification – The Texas Property Tax Code requires approval from all taxing entities for the resale of a property for an amount that is less than the appraised value on a resale auction.

Background - On June 7, 2016 Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction at the Hidalgo County Clerk Records Management Facility for struck off properties located within Hidalgo County. The tax resale auction was published in The Monitor and several other newspapers throughout Hidalgo County.

Linebarger Goggan Blair & Sampson, LLP submitted the analysis of the bids received for the Board of Trustees' consideration. The total amount the College would receive was \$28,056.54

Enclosed Documents - The Resolution Authorizing the Tax Resale was provided in the packet for the Committee's review. A listing of the bids, the legal description for each property, as well as the amount of the bid, the South Texas College amount, and the Analysis of Bids Received were included under separate cover for information and review.

Mrs. Kelly Salazar from Linebarger Goggan Blair & Sampson, LLP was present at the meeting to address any questions by the committee. She confirmed that some of the properties were pending approval by other taxing entities, and approval was expected later in July 2016.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the Hidalgo County Tax Resale Bids and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented. The motion carried.

Review and Recommend Action on Property(including Flood)/Inland Marine, Boiler & Machinery, Crime, General Liability & Data Breach and Privacy Liability, School Leaders E&O, Automobile, Workers Compensation, and International Coverage Insurance

Approval will be requested at the July 26, 2016 Board meeting to award the proposal for Property (including Flood)/Inland Marine, Boiler & Machinery, Crime, General Liability & Data Breach and Privacy Liability, School Leaders E&O, Automobile, Workers Compensation, and International Insurance for the period beginning September 1, 2016 through August 31, 2017 at a total cost of **\$750,502**.

Purpose - The basic purpose of insurance is to anticipate catastrophic losses that could financially impair South Texas College. Insurance allows the College to minimize risk of loss from circumstances beyond its control.

Justification - Every year, prior to year end, the College requests proposals for an insurance program that provides the broadest coverage at the most competitive price available in accord with approved or acceptable insurance practice in the State of Texas.

Background - The request for proposals was advertised and issued to six (6) vendors. Three (3) responses were received.

- **Property Insurance / Flood Insurance**

- ⇒ Request award of Property Insurance coverage to Hartford Fire Insurance Company (Montalvo Insurance Agency) at a total cost of **\$477,528**. The policy offers a 2% Wind/Hail Deductible applied separately to each location and property type that sustains loss (building and/or business personal property) and a \$100,000 deductible for all other perils. The Deductible for any wind and hail event for the entire schedule is estimated at \$6.4 million on building and contents. Property values were updated with current construction costs per square foot.
- ⇒ Flood insurance is included with the property insurance with a deductible of \$50,000 or \$500,000 per occurrence.

- **Crime Insurance**

- ⇒ Request award of Crime Insurance coverage to The Hartford Fire Insurance Company (Montalvo Insurance Agency) at a cost of **\$8,562**.

- **General Liability & Data Breach and Privacy Liability, School Leaders E&O, and Automobile Insurance**

- ⇒ Per legal counsel, the College's exposure is shown in the table below:

	Liability Exposure
State	Sovereign immunity except for injuries arising out of operation of motor vehicles. Limits: \$100,000/\$300,000.
Federal	Claims arising under US Constitution and federal statutes (covered under trustee coverage) No limits.

- ⇒ Per legal counsel, under state law, the College is immune from liability except for injuries arising from a motor vehicle accident (\$100,000 per person / \$300,000 per accident). Under Federal Law, the College has exposure under Section 1983 Clauses of Action (Civil Rights Statute); there is theoretically no limit of liability. Legal counsel advises that though there is no ceiling under civil rights cases, the Board may, based on history, develop a risk policy. Given the College's comprehensive practices and procedures to avoid liability and the experience of the College with these cases, the primary purpose is first to ensure the College has competent legal defense and coverage is within limits. Based on the College's claim history, a \$250,000 limits policy would be reasonable and sufficient coverage. Mr. Raul Cabaza, III, Risk Management Consultant, has indicated that \$1,000,000 is the minimum General Liability Limit offered by Texas Association of School Boards (TASB). This being the case, a \$1,000,000 policy is reasonable.
- ⇒ General Liability Insurance and School Board Legal Liability Insurance to Texas Association of School Boards (TASB) at a cost of **\$66,057**. The policy offers a \$1,000,000 limit for General Liability including the School Board Legal Liability with a

\$25,000 deductible per claim for School Board Legal and no deductible for general liability.

⇒ Automobile Insurance to Texas Association of School Boards (TASB) at a cost of **\$14,074**. The policy offers a \$1,000 deductible for liability and physical damage. With TASB coverage, employees should purchase physical damage coverage when leasing a vehicle.

- **Workers Compensation Insurance**

⇒ Workers Compensation Insurance to Texas Political Subdivisions (Montalvo Insurance Agency) at a total cost of **\$176,080**; includes Volunteers.

- **International Insurance**

⇒ Due to the coverage limitations for employees traveling outside the United States under the Automobile and Workers Compensation policies, it is recommended that the College purchase an International Insurance policy. This coverage has not been purchased in the past.

⇒ International Insurance to Ace American Insurance (Montalvo Insurance Agency) at a total cost of **\$8,201**.

The total recommended award to Montalvo Insurance Agency was **\$670,371**. The total recommended award to Texas Association of School Boards (TASB) was **\$80,131**.

Funding Source - Funds for this expenditure were budgeted in the Insurance and Benefits budgets for FY 2016-2017, pending Board approval of the budget.

Reviewers - Responses were received and reviewed by Mr. Raul Cabaza, III, Risk Management Consultant, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Mr. Ken Lyons, Risk Manager and the Purchasing Department.

Enclosed Documents - The recommendation letters and spreadsheets provided by Mr. Raul Cabaza, III, were provided in the packet for information and review.

Mr. Raul Cabaza attended the July 12, 2016 Finance Committee meeting to discuss the potential insurance options and obtain feedback from the Committee members.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval to award the proposals for Property/Flood (\$477,528), Crime (\$8,562), General Liability, School Board Legal Liability (\$66,057), Auto Liability-Physical Damage (\$14,074), Workers Compensation (\$176,080) and International Coverage (\$8,201) Insurance for the period September 1, 2016 through August 31, 2017 for a total cost of **\$750,502**. The motion carried.

Loving Angels Child Development Center, LLC. (McAllen, TX)	New Beginnings Learning Academy of the RGV (McAllen, TX)	Playhouse 3 Learning & Development Center (McAllen, TX)
Royal Education Center (McAllen, TX)	TLT Childcare and Development Center LLC. (McAllen, TX)	Tony's Playhouse (McAllen, TX)
Bright Beginnings Learning Center (Mission, TX)	Building Foundations Children's Academy (Mission, TX)	Honey's Little Bee's Learning Center (Mission, TX)
Imagination Express Learning Center, LLC. (Mission, TX)	Kidz Crusade Learning and Development (Mission, TX)	Kidz Crusade Childcare & PreK Academy #2 (Mission, TX)
Lavalette International Montessori Institute (Mission, TX)	Little Einstein's Academy LLC (Mission, TX)	Love Bugs CEC, LLC. (Mission, TX)
Precious Moments Childcare (Mission, TX)	Super Star Kids Learning Center, LLC. (Mission, TX)	Palmview Academy (Palmview, TX)
Children's Garden Daycare Center (Palmview, TX)	Little Minions Learning Academy (Peñitas, TX)	Campanitas Day Care (Pharr, TX)
Futuros Lideres Learning Center (Pharr, TX)	Kaleidoscope Early Childhood Learning Knowledge Center (Pharr, TX)	Kids Academy Daycare (Pharr, TX)
Kids Academy Daycare Center #2 (Pharr, TX)	Little Bear Academy Day Care Center (Pharr, TX)	Little Explorers Development & Learning Center (Pharr, TX)
Little One's Discovery Center II, Inc. (Pharr, TX)	Lupita's Day Care (Pharr, TX)	Mara's Little Bears Day Care (Pharr, TX)
My Precious Moments Childcare Development Center (Pharr, TX)	New Beginnings Learning Academy (Pharr, TX)	Tweaty and Christy Day Care (Pharr, TX)
Building Blocks Learning Center (Rio Grande City, TX)	Cutie Pies Children's Development Center (Rio Grande City, TX)	Kami's Cuddling Center (Rio Grande City, TX)
Learning Central, LLC. (Rio Grande City, TX)	Learning Zone (Rio Grande City, TX)	Learning Zone II (Rio Grande City, TX)
The Methodist Day Care Center (Rio Grande City, TX)	Bright Future Kids Academy (San Juan, TX)	Childtime Academy (San Juan, TX)
The Learning Express (San Juan, TX)	Christian Day Care (Weslaco, TX)	El Shaddai International Christian Day Care Center (Weslaco, TX)

Kids "R" Kids Learning Academy (Weslaco, TX)	Little Blessings Learning Center (Weslaco, TX)	The Honey Tree Learning Center (Weslaco, TX)
The Children's College Learning Center (Edinburg, TX)		

- 3) **Equipment Rental Services (Award):** award the proposal for equipment rental services for the period beginning September 1, 2016 through August 31, 2017, at an estimated cost of \$90,000.00, which is based on prior year expenditures. The vendors are as follows:
 - **Backstage Productions, LLC.** (McAllen, TX)
 - **JV Equipment, Inc.** (Edinburg, TX)
 - **Rental World** (McAllen, TX)
 - **Space Jump Rental** (Pharr, TX)
 - **Tejas Equipment Rental – Marentco** (McAllen, TX)
 - **Valley Procomm, LLC.** (Pharr, TX)
- 4) **In-Store Purchases of Materials and Supplies (Award):** award the proposal for in-store purchases of materials and supplies for the period beginning October 17, 2016 through October 16, 2017 with two one-year options to renew, at an estimated amount of \$130,000.00, which is based on prior year expenditures. The vendors are as follows:
 - **HEB Grocery, Co.** (McAllen, TX)
 - **Hobby Lobby Stores, Inc.** (McAllen, TX)
 - **Sam's Club** (McAllen, TX)
 - **Walmart** (Mission, TX)
- 5) **Interactive LCD Displays – II (Award):** award the proposal for interactive LCD displays – II to **Audio Visual Aids Corp** (San Antonio, TX), at a total amount of \$26,581.00;
- 6) **Internet Services Provider – Starr County Campus (Award):** award the proposal for internet services provider – Starr County Campus to **VTX Communications, LLC.** (Raymondville, TX), for the period beginning September 1, 2016 through August 31, 2019, at a monthly amount of \$1,750.00 and annual amount of \$21,000.00 with a total contract amount of \$63,000.00;
- 7) **Library Serials (Award):** award the proposal for library serials to **EBSCO Information Services** (Birmingham, AL), for the period beginning September 1, 2016 through August 31, 2017 with two one-year options to renew, at an amount of \$85,853.59;
- 8) **Programmable DC Power Supply (Award):** award the proposal for programmable DC power supply to **Valuetronics International, Inc.** (Elgin, IL), at a total amount of \$10,045.00;
- 9) **Purchase of Projectors (Award):** award the proposal for the purchase of projectors to **Audio Visual Aids Corp** (San Antonio, TX), at a total amount of \$13,790.00;
- 10) **Security Cameras (Award):** award the proposal for security cameras to **Security Solutions of DFW** (Dallas, TX), at a total amount of \$50,654.00;
- 11) **Welding Supplies (Award):** award the proposal for welding supplies for the period beginning October 1, 2016 through September 30, 2017 with two one-year options

to renew, at an estimated amount of \$100,000.00, which is based on prior year expenditures. The vendors are as follows:

- **Alamo Iron Works** (Brownsville, TX)
- **Matheson Trigas** (San Benito, TX)
- **Praxair Distribution Incorporated** (Pharr, TX)

12)Audio Visual Equipment and Parts – V (Reject): reject the proposals for audio visual equipment and parts – V due to federal requirements necessary in the solicitation and proposal documents;

B. Non – Instructional Items

13)Beverage Products (Renewal): renew the beverage products contract with **PepsiCo** (Hidalgo, TX), for the period beginning October 13, 2016 through October 12, 2017, at an estimated cost of \$50,000.00, which is based on prior year expenditures;

14)Maintenance and Repair Parts, Materials, and Supplies (Renewal): renew the maintenance and repair parts, materials, and supplies contracts for the period beginning August 30, 2016 through August 29, 2017, at an estimated amount of \$195,000.00, which is based on prior year expenditures. The vendors are as follows:

Burton Companies (Weslaco, TX)	Carrier Enterprise, LLC. (Pharr, TX)
Central Fence & Supply, Ltd. (Pharr, TX)	Central Plumbing & Electric Supply (Weslaco, TX)
Crawford Electric (Mission, TX)	Dealers Electrical Supply (McAllen, TX)
Ewing Irrigation (McAllen, TX)	Fairway Supply, Inc. (Austin, TX/La Feria, TX)
Ferguson Enterprises (Pharr, TX)	Johnson Supply (Pharr, TX)
Johnstone Supply (Pharr, TX)	Lopez Brothers Distribution, LLC./ dba Interstate Batteries (McAllen, TX)
Morrison Supply Company (McAllen, TX)	MSC Industrial Supply, Co. (Harlingen, TX)
PPG Architectural Finishes, Inc. (McAllen, TX)	R. E. Friedrichs Company (Pharr, TX)
Sherwin Williams Paint Company (McAllen, TX)	Trane US, Inc. (Weslaco, TX)
Wofford McAllen Armature Works, Inc. (McAllen, TX)	

C. Technology

15)Computers, Laptops, and Tablets (Purchase): purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX), and The Cooperative Purchasing Network (TCPN) approved vendor **CDW Government** (Vernon Hills, IL), in the total amount of \$162,392.11;

16)Local Telephone Service – McAllen Campuses (Purchase): purchase local telephone service – McAllen campuses from **AT&T Texas** (San Antonio, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period

beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$240,000.00;

- 17) Local Telephone Service – Mid Valley and Starr County Campuses (Purchase):** purchase local telephone services – Mid Valley and Starr County campuses with **Frontier Communications of Texas** (Norwalk, CT), a sole source vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$84,100.00, which is based on prior year expenditures;
- 18) Server Enterprise Password Management Software Licenses (Purchase)**
Purchase server enterprise password management software license from **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$66,035.20;
- 19) Course Management and Hosting Services (Renewal):** renew the course management and hosting services with **Blackboard, Inc.** (Washington, DC), a sole source vendor, for the period beginning September 30, 2016 through September 29, 2017, at a total amount of \$580,920.00;
- 20) Network Hardware and Software Maintenance Agreement (Renewal):** renew the network hardware and software maintenance agreement with **Insight Public Sector** (Tempe, AZ/McAllen, TX); a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at a total amount of \$155,000.00;
- 21) Oracle License Maintenance Agreement (Renewal):** renew the Oracle license maintenance agreement with **Oracle America, Inc.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period September 1, 2016 through August 31, 2017, at a total amount of \$378,007.27.

The total for all proposal awards, reject proposal, purchases, and renewals was \$2,602,479.45.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of all proposal awards, rejection of a proposal, purchases, and renewals as presented. The motion carried.

Review and Recommend Action on Revision of Policies

Approval of revision of policies will be requested at the July 12, 2016 Board meeting.

A. Revision

1. Revise Policy 1110: Board Committees

Request for the revision to the policy was necessary for the following reasons:

- To change the name of the Finance & Human Resources Committee, to the Finance, Audit, & Human Resources Committee.
- To update the responsibility roles already held by the Finance & Human Resources Committee.

- To update the responsibility roles already held by the Facilities Committee.

2. Revise Policy #5460: Internal Audit Function

Request for the revision to the policy was necessary for the following reasons:

- To change the name of the policy to 'Internal Audit Charter;'
- To comply with the International Standards for the Professional Practice of Internal Auditing which states in Attribute Standard 1000 "the purpose, authority, and responsibility of the internal audit activity should be formally defined in a charter, consistent with the Standards, and approved by the Board."

3. Revise Policy #5910: Acceptance of Gifts and Bequests

Request for the revision to the policy was necessary for the following reasons:

- To clarify the required approval for acceptance of gifts.
- To change the requirement for appraisal of gifts contributed to the College.
- To comply with Internal Revenue Service rules and regulations and Governmental Accounting Standard Board Statement No. 72 – Fair Value Measurement and Application.

The revised policies were provided in the packet for the Committee's information and review. The additions to the policies were highlighted in yellow and the deletions were designated with a red strikeout.

The revised policies were reviewed by staff, the President's Cabinet, President's Administrative Staff, Planning and Development Council (PDC) staff, and/or by Legal Counsel.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended for Board approval of the proposed revision to Policy 1110: *Board Committees* as presented and which supersedes any previously adopted Board policy. The motion carried.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended for Board approval of the proposed revision to Policy #5460: *Internal Audit Function* as presented and which supersedes any previously adopted Board policy. The motion carried.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended for Board approval of the proposed revision to Policy #5910: *Acceptance of Gifts and Bequests* as presented and which supersedes any previously adopted Board policy. The motion carried.

Review and Recommend Action on Internal Audit Charter

Approval of the Internal Audit Charter for the period of September 1, 2016 through August 31, 2017 will be requested at the July 26, 2016 Board meeting.

Purpose – An Internal Audit Charter is required by the Institute of Internal Auditors (IIA) *Standards*. Specifically IIA Attribute Standard 1000 states that “The purpose, authority, and responsibility of the internal audit activity must be formally defined in an Internal Audit Charter, consistent with the Definition of Internal Auditing, the Code of Ethics, and the *Standards*. The chief audit executive must periodically review the Internal Audit Charter and present it to senior management and the board for approval.”

Justification – Approval of the Internal Audit Charter would align South Texas College’s internal audit function with the IIA *Standards* as prescribed in Manual of Policy 5460.

Background – The Internal Audit Charter is a formal document that defines the internal audit activity’s purpose, authority, and responsibility. The charter establishes the internal audit activity’s position within the organization, including the nature of the internal auditor’s functional reporting relationship with the board; authorizes access to records, personnel, and physical properties relevant to the performance of engagements; and defines the scope of internal audit activities. Final approval of the Internal Audit Charter resides with the Board.

Dr. Shirley A. Reed, President, Mary Elizondo, Vice President for Finance and Administrative Services, and Khalil Abdullah, Internal Auditor, attended the Committee meeting to address any questions.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the Internal Audit Charter for the period of September 1, 2016 through August 31, 2017 as presented. The motion carried.

Review and Action as Necessary on Disposal of Surplus Property

Approval to dispose of surplus property valued at \$1,000 and over through a live auction will be requested at the July 26, 2016 Board meeting.

Purpose – The Fixed Assets Department requested the disposal through a live auction of surplus property valued at \$1,000 and over.

Justification and Benefit – It was necessary to dispose of obsolete, damaged, and not functioning property for safety purposes and due to the lack of storage area for surplus property.

Background – The surplus property goes through an evaluation process by the departments to determine if the items are damaged beyond repair and unable to utilized district wide. After this evaluation process, the department submits a request to have the property

removed from the department and relocated to the Shipping and Receiving Warehouse for auction.

The auction items were located at the South Texas College Receiving Department, 3700 W. Military Hwy., McAllen, TX. The auction would be scheduled for the month of August at the auctioneers' site due lack of space at the Central Receiving Warehouse.

The items valued over \$1,000 were included in the College's inventory through the Banner system.

Enclosed Documents - The listing of the items to be auctioned was provided in the packet for the Committee's review and information.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the disposal of surplus property valued at \$1,000 and over through a live auction as presented. The motion carried.

Review and Recommend Action to Renew the External Auditor Services

Approval to renew the contract with Long Chilton, LLP. (McAllen, TX) for the external financial auditor services for the fiscal year ending August 31, 2016 will be requested at the July 26, 2016 Board meeting.

Purpose – The external auditor services contract renewal was requested to perform the College's annual financial audit and issue an opinion on the financial statements prepared by the College Business Office staff. The audited Comprehensive Annual Financial Report (CAFR) must be submitted annually to the Texas Higher Education Coordinating Board by December 31st.

Justification – The Vice President for Finance and Administrative Services and the Comptroller requested the contract renewal for external auditors to start the interim audit work related to the financial audit prior to fiscal year end.

Background - The Board awarded the contract for the external auditor services at the July 28, 2015 Board of Trustees meeting for one year with four one-year annual renewals. The first renewal period would be for the fiscal year ending August 31, 2016.

Award	Board Meeting Date	Original Term	Renewal Term	Audit Period
Original	7/28/15	9/1/15 - 8/31/16	4 – one year options	9/01/14 – 8/31/15
1 st Renewal	7/26/16		9/1/16 – 8/31/17	9/01/15 – 8/31/16

Long Chilton LLP complied with all the terms and conditions of the contract and their services were satisfactory. Long Chilton, LLP performed the College's annual financial audit since FY 1994-1995. Mr. Randy Sweeten, CPA, served as the audit engagement partner.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the Committee meeting to address any questions by the Trustees.

Funding Source - Expenditures were budgeted in the Audit Services budget for FY 2015 - 2016 budget and FY 2016-2017.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval to renew the contract with Long Chilton, LLP. for the external financial auditor services at a cost of approximately \$120,000.00 for the fiscal year ending August 31, 2016 as presented. The motion carried.

**Review and Recommend Action as Necessary on Interlocal Agreement
 for Transportation Services between South Texas College and the
 Lower Rio Grande Valley Development Council**

Approval of the Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for the period beginning September 1, 2016 through August 31, 2017 will be requested at the July 26, 2016 Board meeting.

Purpose – The Interlocal Agreement for the Jag Express Intercampus Transportation Services would end on August 31, 2016. The College proposed to continue operating the Circulator (Yellow) and Park & Ride routes. The Circulator route provides transportation between the College’s Pecan Campus, Technology Campus and Nursing and Allied Health Campus. The Park & Ride routes provides transportation between the Park & Ride Facility directly to and from Pecan Campus Building A. The total net costs to the College were as presented below but may be reduced upon potential contributions from City of Weslaco and Economic Development of Weslaco in the amount of \$78,292.

	Amount
Total Operating Cost for System	\$979,715
Less Contributions	
State/Federal Operating	(509,197)
Lower Rio Grande Valley Development Council Match	(40,000)
Total Net Cost to STC	\$430,518
STC In-Kind and Direct Expenditures	287,700
STC Payment to LRGVDC	142,818
Total Net Cost to STC	\$430,518

Costs by transportation routes were as follows:

Transportation Routes	Total Operating Cost for System	Contributions	STC In-Kind & Direct Expenditures	STC Payment to LRGVDC
Mid Valley (Purple)	\$166,235	\$87,651	\$0	\$78,584
Starr (Green)	410,880	256,646	90,000	64,234
Circulator (Yellow)	231,000	117,300	113,700	0
Park & Ride	171,600	87,600	84,000	0
Total	\$979,715	\$549,197	\$287,700	\$142,818

The State/Federal Contributions in the amount of \$509,197 paid to LRGVDC represented 50 percent of operating expenses, such as fuel, bus driver salaries and benefits, and vehicle insurance, and 80 percent of expenses related to preventive maintenance such as tire maintenance, full service oil changes, vehicle battery replacement, and yearly vehicle state inspection.

In Fiscal Year 2016, the cost to the College totaled to \$422,905 for the Jag Express Intercampus Transportation Services. The College also received contributions from the City of Weslaco and the Economic Development Corporation of Weslaco, in the amounts of \$39,236 and \$39,000 respectively.

The increase of \$7,613 between the prior fiscal year cost of \$422,905 and the current fiscal year cost of \$430,518 was due primarily to the addition of three new buses. The three new buses would supplement the existing Circulator and Park & Ride routes due to the increased ridership volume.

Justification - The Interlocal Agreement was intended to establish an intercampus bus route to serve all of the College's campuses. The bus routes would benefit students, faculty, and staff of South Texas College and thereby served the goals of both organizations by facilitating access to the College and its educational programs and to increase use of public transportation in the area.

The bus routes would be free of charge to the students, faculty, and staff of South Texas College by presentation of an official identification (ID) card. The presentation of ID cards would be recorded by LRGVDC to track usage of the service.

The responsibilities of South Texas College in this Agreement would be:

- 1) To operate and maintain six buses owned by the College and three buses leased from LRGVDC for the Circulator (yellow) and Park & Ride transportation routes during the College's business days and hours of service according to a schedule;
- 2) To promote ridership by College students, faculty and staff (promotion efforts will include publicizing the service through newsletters, email notifications, signage at

special events and semester registration, and other means it determines would be beneficial to increase participation and raise awareness of the service); and

2)3) To designate boarding locations at each campus with appropriate signage at each of its campus stop locations.

Funding Source - Funds for this expenditure were budgeted in the Student Transportation Services budget for FY 2016-2017.

Reviewers – The Interlocal Agreement was reviewed by Mr. Tom Logan, Director of Valley Metro at the Lower Rio Grande Valley Development Council, the College's Legal Counsel, Vice President for Finance and Administrative Services, Chief Administrator for Department of Public Safety, and Comptroller.

Enclosed Documents - A copy of the Interlocal Agreement, the transportation schedule (Exhibit A), and the Valley Metro Routes and Ridership was provided in the packet for the Committee's information and review.

Presenters – Ms. Maribel Contreras from the Lower Rio Grande Development Council (LRGVDC) attended the July 12, 2016 Finance and Human Resources Committee meeting to address any questions by the Committee.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the proposed Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC), contingent upon receipt of contributions by the City of Weslaco and the Economic Development Corporation of Weslaco as outlined in the Interlocal Agreement, to the LRGVDC as presented. The motion carried.

Review and Action as Necessary on Approval of Assignment and Renewal of Financial Advisor Services Agreement

Approval of assignment and renewal of contract for financial advisor for the fiscal year ending August 31, 2017, with Hilltop Securities, Inc. will be requested at the July 26, 2016 Board meeting.

Purpose – The financial advisor renders services to the College by providing independent and professional advice regarding the authorization and issuance of indebtedness in various amounts and forms, and in connection with the authorization, sale, issuance and delivery of such indebtedness, and other financial matters.

Justification – Continuation of financial advisory services on various financial matters from Hilltop Securities, Inc. to the College are proposed. The financial advisor is registered with the Securities Exchange Commission and Municipal Securities Rulemaking Board, as required by the Dodd-Frank Act.

Background – The College signed an agreement with First Southwest Company on March 25, 2004, for the period beginning April 1, 2004 and ending March 31, 2009. The College subsequently modified the renewal anniversary date to August 31, 2009 so that it would coincide with the College's fiscal year end. On February 26, 2013 the Board of Trustees approved the First Amendment to Financial Advisory Agreement which indicated that, effective April 1, 2013, the anniversary date for renewals would be September 1 of each year. On July 28, 2015, a renewal of the agreement with First Southwest for the period beginning September 1, 2015 and ending August 31, 2016 was approved by the Board of Trustees.

The College was notified that effective January 22, 2016, First Southwest Company, LLC, merged with Hilltop Securities Inc. As the surviving entity, Hilltop Securities assumed all rights and obligations of First Southwest pursuant to the merger agreement. This includes assumption of the rights and obligations of the agreement First Southwest entered into with South Texas College. A copy of the letter from Hilltop Securities Inc. General Counsel describing the merger with and into Hilltop Securities Inc. was provided in the packet.

Under the financial advisor services agreement, either party must notify the other party in writing at least thirty (30) days in advance of the applicable anniversary date if the agreement will not be renewed. Otherwise, the agreement would be automatically renewed on the fifth anniversary of the date thereof for an additional one (1) year period and thereafter would be automatically renewed on each anniversary date for successive one (1) year periods.

Funding Source – The fee schedule remained the same and fees were payable only upon issuance of bonds as approved by the Board of Trustees. Otherwise, there was no annual charge to the College for financial advisory services.

Reviewers – This Agreement was reviewed by the Vice President for Finance and Administrative Services, Comptroller, and Purchasing Department.

Enclosed Documents – A copy of the amended and modified agreement was provided in the packet for the Committee's information and review.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended at the July 12, 2016 Finance and Human Resources Committee meeting to address any questions by the Committee.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the assignment and renewal of the financial advisor services agreement with Hilltop Securities, Inc., assumed from First Southwest Company, for an additional term beginning September 1, 2016 and ending August 31, 2017, as presented. The motion carried.

Review and Recommend Action on FY 2016 - 2017 Committee Meeting Schedule

The Finance and Human Resources Committee was asked to review the following schedule and recommend amendment or approval as appropriate. The Board will be asked to review

and take action on a calendar of Committee and Board Meetings for FY 2016 - 2017 at the July 26, 2016 Regular Board Meeting.

The proposed meeting schedule for the Finance and Human Resources Committee was as follows:

<u>Weekday</u>	<u>Date</u>	<u>Meeting Time</u>
Tuesday	September 13, 2016	5:30 p.m.
Tuesday	October 11, 2016	5:30 p.m.
Tuesday	November 8, 2016	5:30 p.m.
Tuesday	December 6, 2016	5:30 p.m.
Tuesday	January 17, 2017	5:30 p.m.
Tuesday	February 14, 2017	5:30 p.m.
Tuesday	March 7, 2017	5:30 p.m.
Tuesday	April 11, 2017	5:30 p.m.
Tuesday	May 9, 2017	5:30 p.m.
Tuesday	June 13, 2017	5:30 p.m.
Tuesday	July 11, 2017	5:30 p.m.
Tuesday	August 8, 2017	5:30 p.m.
Tuesday	September 12, 2017	5:30 p.m.

Finance and Human Resources Committee Meetings were generally scheduled for the second Tuesday of each month at 5:30 p.m. unless scheduling conflicts required a schedule adjustment.

The draft schedule included such adjustments around scheduling conflicts as follows:

- Tuesday, December 6, 2016 – scheduled one week early to accommodate Winter Break
- Tuesday, January 17, 2017 – scheduled one week late to accommodate Winter Break
- Tuesday, March 7, 2017 – scheduled one week early to accommodate Spring Break

A full calendar view of the proposed Committee and Board meeting schedule was included in the packet for the Committee's information.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the proposed Committee meeting schedule as presented. The motion carried.

Review and Discussion of Position Vacancy Report for FY 2015 - 2016

The Staffing Plan Position Vacancy Report for FY 2015 - 2016 was provided in the packet for the Committee's information and review. Information was current as of July 7, 2016.

Dr. Shirley A. Reed, President, and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, were available to respond to questions from the Committee.

The presentation of the data was modified to help communication with Board members and other individuals.

1) Vacancies at Beginning of Fiscal Year 2015 - 2016
(EXHIBIT A - VACANT POSITIONS - NEW)
EXHIBIT B - VACANT POSITIONS - CONTINUING)

- Fiscal Year 2015 - 2016 started with 97 vacant Full Time Regular positions from the previous fiscal year, and the Board approved seventy four (74) additional new positions for a total of 171 vacant Full Time Regular positions.

2) Positions Filled during Fiscal Year 2015 - 2016
(EXHIBIT C - HIRED)

- One hundred forty seven (147) Full Time, Regular positions were filled as of July 7, 2016.
- Sixteen (16) Full Time, Regular positions were filled since the last vacancy report provided as of June 9, 2016.

3) Position Turnover during Fiscal Year 2015 - 2016
(EXHIBIT D - RESIGNATIONS)

- There were fifty seven (57) resignations, terminations, and/or retirement notices submitted for Full Time, Regular positions as of July 7, 2016.
- There were thirteen (13) resignations, terminations, and/or retirement notices submitted since the last vacancy report provided as of June 9, 2016.

Further details were provided in the Position Vacancy Report in the packet.

The Position Vacancy Report for Fiscal Year 2015 - 2016 and Positions Filled and Vacated Report were presented for information and review by the Committee. No action was required from the Committee.

Adjournment

There being no further business to discuss, the Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 6:05 p.m.

I certify that the foregoing are the true and correct Minutes of the July 12, 2016 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Mr. Paul R. Rodriguez
Chair

Announcements

A. Next Meetings:

- Tuesday, August 9, 2016
 - 3:00 p.m. – Education and Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:30 p.m. – Finance, Audit, & HR Committee

- Tuesday, August 23, 2016
 - 5:30 p.m. – Regular Meeting of the Board of Trustees